

NORMANTON TOWN COUNCIL



MINUTES OF THE STAFFING COMMITTEE

Held on Tuesday 20th August 2024 at 1.00pm at Normanton Town Hall

Present: Councillor A Bones
Councillor S Hudson
Councillor H Jones
Councillor B Mayne
Councillor P Mayne – Chairman

Donna Johnston – Town Clerk & RFO

Absent: Councillor E Blezard – Vice Chairman

- 001. To Appointment the Chairman of the Staffing Committee.**
RESOLVED that Councillor P Mayne be appointed as Chairman for the current municipal year.
- 002. To Appointment the Vice Chairman of the Staffing Committee.**
RESOLVED that Councillor E Blezard be appointed as Vice Chairman for the current municipal year.
- 003. To receive apologies for absence.**
RESOLVED that apologies for absence be received on behalf of Councillor E Blezard.
- 004. To receive declarations of interest.**
There were no declarations of interest recorded.
- 005. To receive and sign the minutes of a meeting of the Staffing Committee.**
RESOLVED that the minutes of the Staffing Committee held on Tuesday 7th May 2024 (Minute Numbers 47-56; Pages 15-17) be received as a true record and signed by the Chairman.

- 006. To consider if any items should be taken in private in accordance with the Public Bodies (Admission to Meetings) Act 1960.**
RESOLVED that items 007-016 be taken in private due to the confidential nature of the information to be discussed.
- 007. To receive a report on flexitime and TOIL balances.**
A report was circulated on flexitime and TOIL which showed that all balances were within policy limits.

RESOLVED that the report be received.
- 008. To receive a report on sickness and absences.**
A report was circulated on sickness and absence levels which were minimal and well within policy guidelines.

RESOLVED that the report be received.
- 009. To receive a report on annual leave for the 2024/25 year.**
A report was circulated on annual leave booked and remaining for the current holiday year.

RESOLVED that the report be received.
- 010. To receive a report on staff training and development.**
A report was circulated on staff training and development.

RESOLVED that the report be received.
- 011. To receive a report on workload.**
A detailed report was circulated which set out key areas of service such as allotments, committees and events and the impact they were having on workload. It was acknowledged that workload remained high, and staff were using all available resources to manage the workload effectively.

RESOLVED that the report be received, and a dedicated email address be set up for Allotments to assist with workload management.
- 012. To receive a report on staff appraisals.**
A report was circulated which set out the appraisals which had been carried out and goals that have been set.

RESOLVED that the report be received.

013. To receive a report on staff welfare and wellbeing.

A report was circulated regarding the negative impact some aspects of work were having on staff welfare and wellbeing.

A series of suggestions were discussed, and it was agreed to raise the main issue with all members of Council to ensure that everyone is aware of the significant challenges and to work together to find a solution.

RESOLVED that the report be received.

014. To review the staffing budget for the 2024/25 financial year.

RESOLVED that the Staffing Committee budget showing expenditure of £38,717.74 be received.

015. To review the appointment of the Property Officer following a six-month trial period.

Members reviewed the trial appointment of the Property Officer position and agreed that the role was a significant asset to the Council in terms of managing workload and maintaining standards.

RESOLVED that the role be extended until the end of the financial year and that the role be reviewed fully during the budget setting process with a view to making it a permanent position.

016. To review administrative employees' pay and conditions.

A report was circulated highlighting the additional responsibilities taken on by the administrative staff. Members considered benchmarking of pay at other local councils and had regard to the recent independent staffing report.

RESOLVED that the Staffing Committee are supportive of an increase in the SCP points of the Admin Assistant and Admin Officer.

RESOLVED that the salary scale for the Admin Assistant should be increased to SCP 7-9 and the salary scale for the Admin Officer should be increased to SCP 10-12 subject to approval as part of the budget setting process later in the year.

The Town Clerk was asked to provide a further report after the six month point in the financial year to establish if the increase was affordable within the current financial year or if it would be implemented in the 2025/26 financial year.

017. To review the Annual Leave Policy

RESOLVED that the Annual Leave Policy be reviewed, and that the entitlement wording be updated to include an additional 5 days' annual leave after five years' service.

018. To review the Lone Working Policy

RESOLVED that the Lone Working Policy be reviewed.

019. To review the Sickness Absence Policy

RESOLVED that the Sickness Absence Policy be reviewed.

In the absence of any further business, the Chairman thanked everyone for their attendance and closed the meeting.