

## NORMANTON TOWN COUNCIL



### MINUTES OF THE STAFFING COMMITTEE

Held on Tuesday 3<sup>rd</sup> December 2024 at 1.00pm at Normanton Town Hall

Present: Councillor E Blezard – Vice Chairman  
Councillor A Bones  
Councillor H Jones  
Councillor B Mayne  
Councillor P Mayne – Chairman  
Donna Johnston – Town Clerk & RFO

Absent: Councillor S Hudson

**020. To receive apologies for absence.**

There were no apologies for absence received.

**021. To receive declarations of interest.**

There were no declarations of interest recorded.

**022. To receive and sign the minutes of a meeting of the Staffing Committee.**

**RESOLVED:** that the minutes of a meeting of the Staffing Committee held on Tuesday 20<sup>th</sup> August 2024 (Minute Numbers 001-019; Pages 1-4) be received as a true record and signed by the Chairman.

**023. To consider if any items should be taken in private in accordance with the Public Bodies (Admission to Meetings) Act 1960.**

**RESOLVED:** that all items relating to individual staffing matters be taken in private due to the confidential nature of the business to be transacted.

**024. 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.

## DRAFT

**025. To receive a report on sickness and absences.**

A report was circulated on sickness and absence levels which were minimal and within policy guidelines.

**RESOLVED:** that the report be received.

**026. 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.

**027. To receive a report on staff training and development.**

A report was circulated on staff training and development.

**RESOLVED:** that the report be received.

**028. To receive a report on workload.**

A report was presented on workload which remains high, primarily driven by allotment management, financial work and event planning. Efforts are underway to streamline event invitations and grant applications which were being trialled and proving effective. Challenges persist in building management, volume of emails, and distinguishing responsibilities from Wakefield Council. The limited levels of staffing may necessitate adopting advanced IT solutions to maintain efficiency and support the growing legislative and compliance demands. A number of IT solutions were suggested which would assist in speeding up some elements of the administrative tasks.

**RESOLVED:** that the report be received and that a report be put forward to the Finance Committee for additional IT software solutions.

**029. To receive a report on staff appraisals.**

A report was circulated which set out the appraisals which had been carried out and goals that had been set. Members noted that all staff appraisals had now been completed.

**RESOLVED:** that the report be received.

## DRAFT

- 030. To review the Staffing Committee Budget to the end of Month 7 of the 2024/25 financial year.**  
**RESOLVED:** that the Staffing Committee Budget showing expenditure of £99,218.22 be received.
- 031. To note the National Joint Council pay award for 2024.**  
**RESOLVED:** that the NJC Pay Award for 2024 be noted.
- 032. To note the increase in Employers National Insurance contributions effective from April 2025.**  
**RESOLVED:** that the increase in Employers National Insurance from 1<sup>st</sup> April 2025 be noted.
- 033. To consider the implementation date of the proposed pay scale increase for the administrative staff.**  
Members considered the financial implications of the previously agreed pay review for the Administrative staff.
- Members considered the costs of implementing the revised pay scales from 1<sup>st</sup> April 2024 and 1<sup>st</sup> December 2024. Members noted that the increased costs were affordable from the existing budget.
- RESOLVED:** that the new pay scales be effective from 1<sup>st</sup> April 2024 and that backpay be processed in the December payroll run.
- 034. To review the pay point for the cleaning staff.**  
Members reviewed the pay point for the cleaning staff and referenced the minimum wage and Living Wage.
- RESOLVED:** that the new pay point for the Cleaning Staff will be SCP4 with effect from 1<sup>st</sup> April 2025.
- 035. To consider the appointment and pay point/scale for the Property Officer.**  
Members reviewed the temporary appointment of the Property Officer and concluded that it had been a success. After discussing the pay scale and contracted hours, members considered making the role permanent.
- RESOLVED:** that the Property Officer will be appointed on a permanent contract for 8 hours per week at SCP17, with the flexibility to work up to 2 additional hours of overtime per week if required.

## DRAFT

**036. To review the draft budget for the 2025/26 financial year.**

Members reviewed the proposed budget for the new financial year, which accounted for pay scale increases for Administrative and Cleaning staff, as well as the permanent appointment of the Property Officer. The budget also included provisions for casual staff hours at events, additional hours for allotment and property work, and the anticipated rise in employer National Insurance contributions.

**RESOLVED:** that the proposed Staffing Committee Budget for 2025/26 is set at £190,116.00.

**037. To review the Menopause Policy.**

**RESOLVED:** that the Menopause Policy be reviewed and adopted without modification.

**038. To review the Appraisal and Supervision Policy.**

**RESOLVED:** that the Appraisal and Supervision Policy be reviewed and adopted without modification.

**039. To review the Anti Bullying and Harassment Policy.**

**RESOLVED:** that the Anti Bullying and Harassment Policy be reviewed and adopted without modification.

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