

# NORMANTON TOWN COUNCIL



## MINUTES OF THE STAFFING COMMITTEE

Held on Tuesday 11<sup>th</sup> February 2025 at 1.30pm at Normanton Town Hall

Present: Councillor A Bones  
Councillor S Hudson  
Councillor B Mayne  
Councillor P Mayne – Chairman  
Donna Johnston – Town Clerk & RFO

Absent: Councillor E Blezard  
Councillor H Jones

**040. To receive apologies for absence.**

**RESOLVED:** that apologies for their inability to attend be received on behalf of Councillors E Blezard and H Jones.

**041. To receive declarations of interest.**

There were no declarations of interest recorded.

**042. 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 3<sup>rd</sup> December 2024 (Minute Numbers 020-039; Pages 5-8) be received as a true record and signed.

**043. To resolve to take items 44-49 in private in accordance with the Public Bodies (Admission to Meetings) Act 1960.**

**RESOLVED:** that items 44-49 be taken in private due to the confidential nature of the business to be transacted.

**044. 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.

**045. To receive a report on absence.**

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

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

**046. To receive a report on annual leave for the 2024/25 year.**

A report was circulated on annual leave booked and outstanding for the current holiday year.

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

**047. To receive a report on annual leave for the 2025/26 year.**

A report was circulated on annual leave booked and outstanding for the 2025/26 holiday year.

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

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

A report was circulated on staff training and development.

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

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

A report was presented on workload which remains high however it was positive to note that the staff were utilising existing software solutions to streamline processes and efficiency. Further support was needed, and a number of IT solutions were being considered. It was agreed that Town Hall hirers should be responsible for letting in their own guests to minimise the impact on the office staff.

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

**050. To review the staffing budget to the end of Month 9 of the 2024/25 financial year.**

**RESOLVED:** that the Staffing Committee Budget showing year to date expenditure of £131,622.39, committed expenditure of £41,475 and forecasted expenditure of £200.00 be received.

**RESOLVED:** that consideration should be given to funding long term staff absence should the situation arise.

**DRAFT**

**051. To review the Maternity Leave & Pay Policy.**

**RESOLVED:** that the Maternity Leave and Pay Policy be reviewed and the recommended changes be accepted.

**052. To review the Equality & Diversity Policy.**

**RESOLVED:** that the Equality & Diversity Policy be reviewed and the recommended changes be accepted.

**053. To review the Employee Expenses Policy.**

**RESOLVED:** that the Employee Expenses Policy be reviewed and the recommended changes be accepted.

**054. To review the Disciplinary Policy.**

**RESOLVED:** that the Disciplinary Policy be reviewed and the recommended changes be accepted.

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