**MINUTES OF A MEETING OF THE STAFFING SUB-COMMITTEE**

**Held on Friday 5th October 2018 at 10:30am at Normanton Town Hall**

**Present:** Councillor Mrs H.W. Jones

Councillor B. Mayne

Councillor Mrs P. Mayne – Vice Chairman

Councillor Mrs C. Moran, BEM

**Absent:** Councillor Mrs E. Blezard, Councillor A. Wassell, Councillor Mrs A. Wood

**37. Apologies for Absence**

Members apologies were recorded. The following apologies were received and approved: Councillor Mrs E. Blezard, Councillor A. Wassell

**38. Declarations of Interest**

Members were reminded of the requirement to make an appropriate declaration at the meeting on any item in which they had an interest.

There were no declarations made.

**39. Public Bodies**

RESOLVED that all items on the agenda be taken in private due to the confidential nature of the business to be transacted.

**40. Minutes**

RESOLVED that the minutes of a meeting of the Staffing Sub-Committee held on Friday 15th December 2017 (Minute Numbers 19-28; Pages 6-8) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs H.W. Jones / Seconded by Councillor Mrs P. Mayne)

RESOLVED that the minutes of a meeting of the Staffing Sub-Committee held on Monday 16th April 2018 (Minute Numbers 29-32; Page 9) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs P. Mayne / Seconded by Councillor Mrs H.W. Jones)

RESOLVED that the minutes of a meeting of the Staffing Sub-Committee held on Monday 20th August 2018 (Minute Numbers 33-36; Page 10) be deferred to a future meeting due to members in attendance at the meeting not being present to approve.

**41. Sickness Update**

The Town Clerk provided an update on the long-term sickness absence of a member of staff.

RESOLVED that the report be received and the contents noted.

**42. Workload Update**

It was reported that workload was up to date and the office was running effectively and efficiently with the current staffing levels.

Members expressed concern at the staffing costs which now equated to 31% of the overall Council budget and felt that a review should take place to look at cost saving.

It was felt that the staffing structure was not working in its existing form and the current sickness levels had evidenced that the office could operate well with three staff.

RESOLVED that a review of the office structure be carried out. This would include consideration of redundancy.

**43. Flexitime and Timekeeping Update**

It was reported that there were some significant flexitime balances which were usual for this time of year given that the events had been held during September.

Normal practice would be for the staff to take back these hours over the next 3-6 months. The Town Clerk asked members to consider making a full or partial payment of these hours and set out the costings

RESOLVED that the report be received and that the hours be taken back in the next 3-5 months with a further review in February 2019.

**44. Sickness and Absence Levels**

The Town Clerk reported that sickness absence amongst the staff were good and within policy guidelines.

RESOLVED that the report be received and the contents noted.

**45. Sickness Policy**

Members discussed the possibility of adopting the Bradford Factor for managing staff sickness.

Members felt that the policy was good as a guide but did not feel that it allowed the degree of flexibility that they would wish.

RESOLVED that the report be received and considered again at a future date if required.

**46. Annual Leave Update**

The Town Clerk provided a report on Annual Leave and members asked for staff to make an effort to take their leave throughout the year.

It was agreed that the office could be closed for two weeks at Christmas to allow staff to use their leave allowances at that time.

RESOLVED that the report be received and the contents noted and that the office close for Christmas from Monday 24th December and re-open on Monday 7th January 2019.

**47. National Pay Award**

RESOLVED that the National Pay Award be noted and applied to all staff with appropriate back pay.

**48. Training**

The Town Clerk provided a report on training and asked members to consider a training session on positive thinking from a Psychologist.

Members suggested seeking support from other Councillors before booking in a session at the Town Hall. If there was sufficient interest then a session could be considered.

RESOLVED that the report be received.

**49. Employment Advisory Service**

RESOLVED that the ELAS contract be extended for a further twelve months at a similar cost to the existing rate.

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