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

**Held on Friday 18th January 2019 at 11:00am at Normanton Town Hall**

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

Councillor B. Mayne

Councillor Mrs P. Mayne – Vice-Chairman

Councillor Mrs C. Moran, BEM – Chairman

Councillor Mrs A. Wood

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

**50. Apologies for Absence**

The Chairman welcomed everyone to the meeting and wished everyone a Happy New Year.

Apologies were recorded and reasons approved on behalf of Councillor Mrs E. Blezard and Councillor A. Wassell.

**51. 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.

**52. Public Bodies (Admission to Meetings) Act 1960**

RESOLVED that all confidential matters relating to Staffing will be taken in private due to their sensitive nature.

**53. Minutes**

RESOLVED that the minutes of a meeting of the Staffing Sub Committee held on 20th August 2018 (Minute Numbers 33-36; Page 10) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs H.W. Jones / Seconded by Councillor Mrs C. Moran, BEM)

RESOLVED that the minutes of a meeting of the Staffing Sub-Committee held on 5th October 2018 (Minute Numbers 37-49; Pages 11-13) 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)

**54. Redundancy**

The Town Clerk provided a written report on the recent staff redundancy and associated costs.

Members agreed that the action taken was appropriate and noted the associated costs.

RESOLVED that the report be received and the contents noted.

**55. Workload Update**

The Town Clerk circulated a report on workload, drawing attention to some upcoming issues which would be kept under review.

RESOLVED that the report be received and the contents noted.

**56. Flexi-time and Timekeeping Update**

The Town Clerk circulated a report on flexitime balances and timekeeping. It was reported that there had been a significant amount of overtime worked as a result of events during the previous year. It was agreed that staff would continue to use what flexi they could and that any balances outstanding at the end of March would be paid in the March 2019 payroll. It was noted that the Admin Support Worker had already received some overtime pay.

RESOLVED that the report be received and the contents noted and that:

1. The Town Clerk be delegated authority to pay any outstanding overtime in the March Payroll in consultation with the Chairman and Vice-Chairman.

**57. Sickness and Absence Levels**

The Town Clerk circulated a written report on sickness and absence levels.

All absences were within policy guidelines and no further action was required.

RESOLVED that the report be received and the contents noted.

**58. Annual Leave Update**

The Town Clerk circulated a written report on annual leave balances and members requested that the staff utilise their annual leave before the end of the holiday year.

RESOLVED that the report be received and the contents noted and that:

1. The staff be asked to take their unused holidays before the end of March 2019.

**59. Training**

The Town Clerk provided a written report on recent training within the team.

It was reported that there was some low-cost training available through the SLCC and ELAS which would be of benefit to the team.

Members discussed the delegation of authority to the Town Clerk to spend the training budget where required but that any significant expenditure should be in consultation with the Chairman and Vice-Chairman.

RESOLVED that the training report be received and the contents noted and that:

1. The Town Clerk be delegated authority to organise staff training subject to budgetary limits.

**60. Staffing Structure**

The Town Clerk reported that the office was running on a skeleton staff and significantly lower hours. There was a need to resolve the current staffing position.

RESOLVED that the report be received and the contents noted and that:

1. The Admin Support Worker be moved to a 34.5 hour contract based on the existing terms and conditions with effect from 4th February 2019.

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

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