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

**Held on Friday 15th November 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.A. Moran, BEM - Chairman

 Councillor Mrs A. Wood

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

# 22. Apologies for Absence

The Chairman welcomed everyone to the meeting.

RESOLVED that apologies be received and approved on behalf of Councillor Mrs E. Blezard and Councillor A. Wassell.

# 23. 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.

# 24. Public Bodies (Admission to Meetings) Act 1960

RESOLVED that matters relating to staffing be taken in private due to the confidential nature of the business to be transacted.

# 25. Minutes

RESOLVED that the minutes of the Staffing Committee held on Tuesday 6th August 2019 (Minute Numbers 12-21; Pages 4-7) 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)

# 26. Workload Update

The Town Clerk provided an update on workload which had improved since the last meeting.

There were still some difficulties in dealing with Allotment issues and it was suggested that 1 day per month be allocated for site visits.

RESOLVED that the report be received.

# 27. Flexitime and Timekeeping

The Town Clerk provided a verbal report on flexitime and timekeeping. All balances were within policy limits.

RESOLVED that the report be received and the contents noted.

# 28. Sickness and Absence Levels

The Town Clerk provided a verbal report on sickness and absence. All balances were within policy limits.

RESOLVED that the report be received and the contents noted.

# 29. Annual Leave

The Town Clerk provided a verbal report on annual leave for the 2019/20 holiday year.

RESOLVED that the report be received and the contents noted.

# 30. Training

The Town Clerk provided a verbal update on training and provided an update on new training opportunities that staff had taken up.

Further training requirements would be discussed with staff during their appraisals.

RESOLVED that the report be received and the contents noted.

# 31. Staff Terms and Conditions

Members were asked to consider a full review in to Staff Terms and Conditions as it had been demonstrated that staff were not currently paid in accordance with National Terms and Conditions.

Members agreed that a full review was required given the information provided.

It was suggested that a meeting be held in December/January to look at the figures in detail with a view to putting forward the reviewed pay scales for the Budget Meeting in January/February.

RESOLVED that a full review be undertaken on Staff Pay, Terms and Conditions.

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