

# NORMANTON TOWN COUNCIL



## MINUTES OF THE STAFFING COMMITTEE

Held on Tuesday 7<sup>th</sup> November 2023 at 2.00pm at Normanton Town Hall

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

Absent: Councillor A Bones

**25. Apologies for Absence**

RESOLVED that apologies be received on behalf of Councillor A Bones.

**26. 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.

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

RESOLVED that all items relating to Town Council employees are taken in private due to the confidential nature of the information to be discussed.

**28. Minutes**

RESOLVED that the minutes of a meeting of the Staffing Committee held on Tuesday 1<sup>st</sup> August 2023 (Minute Numbers 15-24; Pages 4-7) be received and signed.

**29. Flexitime and Time Keeping**

A report was circulated on flexitime and TOIL which showed additional unpaid hours for the Town Clerk amounting to 248 hours (6.2 weeks) to the end of April 2023. This was due to the demands of the Council over the last 18-24 months. The hours were banked and could be used where workload allowed. This would be kept under review.

TOIL for all other staff was within policy limits and there were no issues with timekeeping.

RESOLVED that the report on flexitime balances and time keeping be received.

**30. Sickness and Absence**

A report was circulated which set out sickness levels which were minimal and well within policy guidelines.

RESOLVED that the report on sickness and absence be received.

**31. Annual Leave**

A report was circulated on annual leave booked and remaining in the current holiday year.

RESOLVED that the report on annual leave be received.

**32. Training**

A report was circulated setting out what training was underway and planned over the next few months. Staff were taking advantage of free training which was included with Atlas and Scribe which has resulted in no expenditure from the training budget to date.

RESOLVED that the training report be received.

**33. Workload**

The Town Clerk delivered a comprehensive workload report, highlighting significant issues relating to their excessive workload. This report provided a detailed examination of the primary responsibilities undertaken by the Town Clerk, pinpointing key areas which required additional support, specifically allotments, property management, and events coordination.

An inventory of pending tasks was circulated which amounted to 230 individual tasks that remained incomplete due to workload.

In contrast, the workload of other staff members was manageable, with only a few tasks carrying over from one day to the next.

Members of the Committee acknowledged the elevated workload, a concern that has been reported frequently over the past few years. Members expressed their support for the alleviation of additional tasks outside of the Town Clerks job description, particularly the temporary

duties related to the Meet n Eats Diner. Consequently, they proposed arranging a meeting with The Well Project to explore alternative solutions.

The issue of Wakefield Council visitors mistakenly accessing the incorrect building will be addressed through Corporate Landlord.

RESOLVED that the report on workload be received.

#### **34. Staffing Review**

Members reviewed the recommendations contained in the professional staffing review for a second time. Members were mindful of the heavy workload and agreed that additional support in the area of allotments and property should be considered as a priority.

Other recommendations would be kept under review.

The Town Clerk updated members on the recently agreed Local Government Pay Award.

RESOLVED that the staffing review be received, and consideration be given to additional staffing for allotments and property and that all other recommendations be considered again at a future meeting.

RESOLVED that the Local Government Pay Award dated 6<sup>th</sup> November 2023 be received and that all staff receive the backpay to 1<sup>st</sup> April in their next pay.

#### **35. Additional Staff Member - Facilities**

Members considered a series of options for the addition of another member of staff to deal with facilities (Allotments and property).

Members were reluctant to make a permanent appointment at the 12 hours per week recommended in the staffing report, as they wanted to see how it would work on a trial basis before committing to a permanent appointment.

It was suggested that one of the existing casual employees could take on this role as a temporary measure to establish if the additional role would ease the burden on workload.

RESOLVED that a member of the casual team be asked to take on up to 10 hours per week to deal with facilities on a trial basis for a period of six

months. The appointment would be flexible based on the needs of the service. This would be paid at their existing rate SCP 24.

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