

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA
Town Clerk & RFO



The Town Hall
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To all members of the Staffing
Committee

Our ref: DJ/hs
Date: 1st May 2024
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **Staffing Committee** to be held on **Tuesday 7th May 2024** at **1.00pm** at **Normanton Town Hall**, High Street, Normanton, WF6 2DZ.

If you are unable to attend, please submit your apologies, with reasons, to the Town Clerk before the meeting.

Yours sincerely

A handwritten signature in black ink, appearing to be 'D Johnston', written over a horizontal line.

Mrs Donna Johnston FdA
Town Clerk & RFO.

STAFFING COMMITTEE

Tuesday 7th May 2024 at 1.00pm at Normanton Town Hall

AGENDA

47.	Apologies for Absence To receive apologies for absence.	
48.	Declarations of Interest To receive declarations of interest.	
49.	Minutes To receive and sign the minutes of a meeting of the Staffing Committee held on Tuesday 13 th February 2024 (Minute Numbers 36-46; Pages 12-14).	ENC A
50.	Public Bodies (Admission to Meetings) Act 1960 It is proposed that the following items are taken in private due to the confidential nature of the information to be discussed.	
51.	Flexitime and Time Keeping To receive a report on flexitime balances and any time keeping issues.	ENC B
52.	Sickness and Absence To receive a report on sickness and absences.	ENC C
53.	Annual Leave To receive a report on annual leave booked and balances remaining.	ENC D
54.	Training To receive a report on training booked and budget remaining.	ENC E
55.	Workload To receive a report on workload.	ENC F
56.	Staffing Committee Budget To review the budget position at the end of the 2023/24 financial year.	ENC G