

# NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA, FSLCC  
Town Clerk & RFO

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## PUBLIC NOTICE OF MEETING

**A STAFFING COMMITTEE MEETING** is to be held on **Friday 20<sup>th</sup> November 2020** at **11.00am**.

In accordance with the Local Authority and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Crime Panel Meetings) (England and Wales) Regulations 2020, this meeting is being conducted remotely via the Zoom video conferencing platform.

To join the meeting please use this link:

<https://zoom.us/j/94788554665?pwd=M3E5REg2Z2dKMVRqVC9vTGlttaExXdz09>

Or log in to the Zoom App:

Meeting ID: 947 8855 4665

Password: 784465

You can telephone into the meeting on the following number and the log in details above:

0131 460 1196 (call charges may apply – you should check with your provider)

Yours sincerely

Mrs Donna Johnston FdA, FSLCC  
Town Clerk & RFO.

## AGENDA

- 1. Apologies for Absence**  
To receive apologies and approve reasons for absence.
- 2. Declarations of Interest**  
To receive any declarations of interest not already declared under the Council's Code of Conduct or members Register of Disclosable Pecuniary Interests.
- 3. Public Bodies (Admission to Meetings) Act 1960**  
It is proposed that all items relating to Town Council employees are taken in private due to the confidential nature of the information to be discussed.
- 4. Minutes** **ENC A**  
To receive and sign the minutes of a meeting of the Staffing Committee held on Friday 24<sup>th</sup> January 2020 (Minute Numbers 32-38; Pages 11-12) and approve the contents contained therein.
- 5. Minutes** **ENC B**  
To receive and sign the minutes of a meeting of the Staffing Committee held on Friday 15<sup>th</sup> November 2019 (Minute Numbers 22-31; Pages 8-10) and approve the contents contained therein.
- 6. Anti-Bullying and Harassment Policy** **ENC C**  
To review and adopt the revised Anti-Bullying and Harassment Policy.
- 7. Grievance Policy** **ENC D**  
To review and adopt the revised Grievance Policy.
- 8. Stress Management Policy** **ENC E**  
To review and adopt the revised Stress Management Policy.
- 9. Sickness and Absence** **ENC F**  
To receive a report on sickness and absence.
- 10. Annual Leave** **ENC G**  
To receive a report on Annual Leave.
- 11. Training** **ENC H**  
To receive a report on training and development.

**12. Workload** **ENC I**

To receive a report on workload issues.

**13. Job Descriptions** **ENC J**

To approve the job descriptions for the Town Clerk and office staff.