

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 23rd April 2021** 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/93583275106?pwd=T1Y2a0tHYTRuQUJxemxZYi9FS2VmQT09>

Or log in to the Zoom App:

Meeting ID: 935 8327 5106

Password: 360435

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 20th November 2020 (Minute Numbers 1-13; Pages 1-3) and approve the contents contained therein.
- 5. Annual Leave Policy** **ENC B**
To review and adopt the Annual Leave Policy.
- 6. Disciplinary Policy** **ENC C**
To review and adopt the revised Disciplinary Policy.
- 7. Employee Expenses Policy** **ENC D**
To review and adopt the Employee Expenses Policy.
- 8. Equality & Diversity Policy** **ENC E**
To receive a report on sickness and absence.
- 9. Annual Leave** **ENC F**
To receive a report on Annual Leave.
- 10. Training** **ENC G**
To receive a report on training and development.
- 11. Pay Award and Incremental Increases** **ENC H**
To receive a report on the Pay Award and incremental increases.
- 12. Covid Risk Assessments and Working from Home** **ENC I**
To review the Covid Risk Assessments and the Working from Home arrangements.