

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA, FSLCC
Town Clerk & RFO

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To members of the Staffing
Committee

Our ref: DJ/hs
Date: 7th October 2021
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **Staffing Committee** to be held on **Friday 15th October 2021** at **10.00am** in the Conference Room, Normanton Town Hall, High Street, Normanton.

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 'Donna', followed by a small dot.

Mrs Donna Johnston FSLCC
Town Clerk & RFO.

COVID-19 PROTOCOL

Symptoms

- If you have any symptoms of Covid 19, you must not attend the meeting and should book a PCR test.

Covid Testing

- We recommend taking Lateral Flow tests regularly but do not require you to report the result in.

Upon Arrival

- The doors will be opened ten minutes before the start of the meeting.
- Please proceed to the 'Check In Desk' upon arrival for registration.
- Please sanitise your hands when you arrive.

Face Coverings / Shields

- The use of face coverings is a matter of personal choice.

Meeting Room

- The room will accommodate a maximum of 30 people.
- Where a meeting has fewer attendees, we will spread people out to maintain better distancing.
- The windows to the end and left of the room will be opened for ventilation but the windows on the front of the building will remain closed due to the impact of the noise from outside.
- Councillors should remain in the meeting room and not enter adjacent rooms.

Refreshments and Equipment

- Refreshments will not be available so please bring your own water.
- We have a supply of pens available at the Check In Desk.
- We will not provide spare copies of the agenda so please remember to bring yours with you.

Toilets

- A unisex disabled toilet is available in the reception area.
- Ladies and Gents toilets are available on the first floor.

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 To receive and sign the minutes of a meeting of the Staffing Committee held on Friday 23 rd April 2021 (Minute Numbers 14-25; Pages 4-6) and approve the contents contained therein.	ENC A
5.	Policies To review the enclosed staffing policies: Appraisal and Supervision Policy Councillor and Employee Relations Policy Flexible Working Policy Flexitime Policy	ENC B ENC C ENC D ENC E
6.	Flexitime and Time Keeping To review flexitime balances and any time keeping issues.	ENC F
7.	Sickness and Absence To review sickness and absences.	ENC G
8.	Annual Leave To receive an update on annual leave booked and balances remaining.	ENC H
9	Training To receive an update on training booked and budget remaining.	ENC I

10.	Workload To receive a report on workload and consider what actions could be taken.	ENC J
11.	Overtime To review the overtime paid for events.	ENC K
12.	Casual Employees To receive an update on casual hours for events.	ENC L
13.	Grounds Maintenance Staff To receive an update on Grounds Maintenance hours.	ENC M
14.	Pay Award To receive an update on the Pay Award.	
15.	Working Time Regulations To receive an update on the Working Time Regulations and the impact on Town Council events.	ENC N
15.	Office Closures To confirm the office closures for the coming year.	ENC O