

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA, FSLCC
Town Clerk & RFO

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The Town Hall
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Normanton
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To members of the Staffing
Committee

Our ref: DJ/hs
Date: 24th July 2023
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **Staffing Committee** to be held on **Tuesday 1st August 2023 at 2.00pm** 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 'Donna Johnston', with a small dot at the end.

Mrs Donna Johnston FSLCC
Town Clerk & RFO.

STAFFING COMMITTEE

Tuesday 1st August 2023 at 2.00pm at Normanton Town Hall

AGENDA

15.	Apologies for Absence To receive apologies for absence.	
16.	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.	
17.	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.	
18.	Minutes To receive and sign the minutes of a meeting of the Staffing Committee held on Monday 22 nd May 2023 (Minute Numbers 1-14; Pages 1-3).	ENC A
19.	Flexitime and Time Keeping To receive a report on flexitime balances and any time keeping issues.	ENC B
20.	Sickness and Absence To receive a report on sickness and absences.	ENC C
21.	Annual Leave To receive a report on annual leave booked and balances remaining.	ENC D
22.	Training To receive a report on training booked and budget remaining.	ENC E
23.	Staffing Review To consider the report of the Local Council Consultancy Staffing Review.	ENC F
24.	Staffing Review Costs To consider the cost implications of the recommendations contained in the Staffing Review.	ENC G