

# NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA, FSLCC  
**Town Clerk & RFO**

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The Town Hall  
High Street  
Normanton  
WF6 2DZ

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To members of the Staffing  
Committee

Our ref: DJ/hs

Date: 1<sup>st</sup> November 2023

Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **Staffing Committee** to be held on **Tuesday 7<sup>th</sup> November 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', followed by a small dot.

Mrs Donna Johnston FSLCC  
Town Clerk & RFO.

## STAFFING COMMITTEE

Tuesday 7<sup>th</sup> November 2023 at 2.00pm at Normanton Town Hall

### AGENDA

25.	<b>Apologies for Absence</b> To receive apologies for absence.	
26.	<b>Declarations of Interest</b> Members are reminded of the requirement to make an appropriate declaration at the meeting on any item in which they have an interest.	
27.	<b>Public Bodies (Admission to Meetings) Act 1960</b> 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.	
28.	<b>Minutes</b> To receive and sign the minutes of a meeting of the Staffing Committee held on Tuesday 1 <sup>st</sup> August 2023 (Minute Numbers 15-24; Pages 4-7).	ENC A
29.	<b>Flexitime and Time Keeping</b> To receive a report on flexitime balances and any time keeping issues.	ENC B
30.	<b>Sickness and Absence</b> To receive a report on sickness and absences.	ENC C
31.	<b>Annual Leave</b> To receive a report on annual leave booked and balances remaining.	ENC D
32.	<b>Training</b> To receive a report on training booked and budget remaining.	ENC E
33.	<b>Workload</b> To receive a report on workload.	ENC F
34.	<b>Staffing Review</b> To give further consideration to the recommendations contained within the recent staffing review.	ENC G

35.	<p><b>Additional Staff Member - Facilities</b></p> <p>To consider appointment of an additional staff member with responsibility for facilities, as recommended in the recent staffing review.</p>	<b>ENC H</b>
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