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: 10 May 2022
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **Staffing Committee** to be held on **Monday 16th May 2022** at **2.00pm** at the Woodhouse Community Centre, Queen Elizabeth Drive, Normanton, WF6 1JE.

If you are unable to attend, please submit your apologies, with reasons, to the Town Clerk before the meeting.

Yours sincerely

Mrs Donna Johnston FSLCC
Town Clerk & RFO.

Staffing Committee
Monday 16th May 2022 at 2.00pm at Woodhouse Community Centre
AGENDA

1.	**Apologies for Absence** To receive apologies 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 15th October 2021 (Minute Numbers 1-15; Pages 1-4) and approve the contents contained therein.	**ENC A**
5.	**Flexitime and Time Keeping** To review flexitime balances and any time keeping issues.	
6.	**Sickness and Absence** To review sickness and absences.	
7.	**Annual Leave** To receive an update on annual leave booked and balances remaining.	
8.	**Training** To receive an update on training booked and budget remaining.	
9.	**Workload** To receive a report on workload and consider what actions could be taken.	