

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA
Town Clerk & RFO

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The Town Hall
High Street
Normanton
WF6 2DZ

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To all members of the Staffing
Committee

Our ref: DJ/hs

Date: 7th February 2024

Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **Staffing Committee** to be held on **Tuesday 13th February 2024** 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 long horizontal flourish extending to the right.

Mrs Donna Johnston FdA
Town Clerk & RFO.

STAFFING COMMITTEE

Tuesday 13th February 2024 at 2.00pm at Normanton Town Hall

AGENDA

36.	Apologies for Absence To receive apologies for absence.	
37.	Declarations of Interest To receive declarations of interest.	
38.	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.	
39.	Minutes To receive and sign the minutes of a meeting of the Staffing Committee held on Tuesday 7 th November 2023 (Minute Numbers 25-35; Pages 8-11).	ENC A
40.	Flexitime and Time Keeping To receive a report on flexitime balances and any time keeping issues.	ENC B
41.	Sickness and Absence To receive a report on sickness and absences.	ENC C
42.	Annual Leave To receive a report on annual leave booked and balances remaining.	ENC D
43.	Training To receive a report on training booked and budget remaining.	ENC E
44.	Workload To receive a report on workload.	ENC F
45.	Staffing Committee Budget To consider the budget for the Staffing Committee up to the end of January 2024.	ENC G
46.	Property Officer To receive a verbal update on the progress with the Property Officer.	Verbal