

**Notice of Staffing Committee meeting to be held on  
Tuesday 21<sup>st</sup> November, 7pm**

In the Council Chamber, Diamond Jubilee Lodge, Woodview Road  
Committee Members are summoned to attend for the purpose of transacting the following  
business.

The Openness of Local Government Bodies Regulations 2014

Under the above regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting.

If you have any symptoms of a respiratory infection, including Covid-19 please do not attend.

**AGENDA**

1. **Apologies and acceptance for absence**
2. **Declarations of Interest and Dispensations (1-3)**  
To receive Members' Declarations of Interest in Agenda Items and to note the Granting of any Requests for dispensations.
3. **To Approve the Staffing Committee Meeting Minutes of the Meeting held on 23<sup>rd</sup> August 2023 (4)**
4. **Public Participation**  
(Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).
5. **To Agree Christmas Working Hours (5)**
6. **To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 7 and 8 in view of the confidential and personal nature of the business to be transacted.**
7. **Current Staffing Matters**
  - a) To Receive Report on Current Staffing Matters
  - b) To Consider Adoption of Bradford Formula for Staff Absence
  - c) To Consider Requests for Reasonable Adjustments to Facilitate Working
  - d) To Consider Request for Flexible Working
8. **To Consider Staffing Structure and Budget for 2024/2025**
9. **Items for the Next Agenda**
10. **To confirm the date, time and venue of next meeting**