

NORTH WALSHAM TOWN COUNCIL

Personnel & Governance Committee

21st November 2019

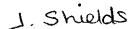
15 November 2019

To: All Members of the Personnel and Governance Committee

You are hereby **SUMMONED** to attend a **Committee Meeting** to be held at **18 Kings Arms Street, North Walsham NR28 9JX** on **Thursday 21 November 2019**, at **18.00**

Should you be unable to attend please phone/email with your apologies and reasons.

Yours sincerely



Town Clerk

AGENDA

- 1. APOLOGIES FOR ABSENCE
- 2. DECLARATIONS OF INTEREST
- 3. APPROVE MINUTES OF PREVIOUS MEETING

To receive and approve minutes of previous meeting – 16 October 2019

4. UPDATE ON MATTERS FROM PREVIOUS MINUTES

Decision/Action log attached

- 5. TO CONSIDER REVISED POLICIES (for recommendation to Full Council)
 - 5.1 Code of Conduct
 - 5.2 Complaints Procedure
 - 5.3 Disciplinary & Grievance procedure
- 6. TO REVIEW SUGGESTED AMENDMENTS TO POLICIES (for recommendation to Full Council)
 - 6.1 Communication Protocol added item 6.7
 - 6.2 FOI Policy added introduction
 - 6.3 CCTV amended
 - 6.4 Standing Orders amended/added, 4e, 19h
- 7. TO ADOPT NEW POLICIES/DOCUMENTS (for recommendation to Full Council)
 - 7.1 Delegation Scheme
 - 7.2 Council Structure
 - 7.3 Information Security Pack (PH)
 - 7.3.1 Information security report from Cllr Heinrich
 - 7.3.2 Information Security Incident Management Policy
 - 7.3.3 Information Security Incidents A Guide
 - 7.3.4 Mobile Device Policy
 - 7.3.5 Copyright Notice for Website

- 7.3.6 Confidentiality Clause for Employee Contracts
- 7.3.7 Use of Mobile Storage Devices
- 7.3.8 Photo Release Form
- 7.3.9 Photo Copyright Release

8. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY

9. TO EXCLUDE THE PUBLIC AND PRESS, UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 for staffing matters

10. STAFFING MATTERS

- 10.1 Staffing Matters
- 10.2 New Appraisal Forms
- 10.3 Accounts Clerk interviews

11. DATE OF NEXT MEETING