



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

J. Shields

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