

# NORTH WALSHAM TOWN COUNCIL

# Personnel & Governance Committee Meeting

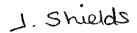
10 September 2019

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 **Monday 16 September 2019**, at **18.30** 

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

Yours sincerely



**Town Clerk** 

**AGENDA** 

#### 1. APOLOGIES FOR ABSENCE

To receive and accept apologies for absence

#### 2. DECLARATIONS OF INTEREST

To receive declarations of pecuniary or personal interests and consider requests for dispensations

#### 3. APPROVE MINUTES OF PREVIOUS MEETING

To receive and approve minutes of the meeting – 2 July 2019

#### 4. TO REVIEW POLICIES AND SUGGESTED AMENDMENTS

- i. Standing Orders
- ii. Pension Policy
- iii. Information Audit
- iv. Retention & Disposal Policy
- v. Planning Policy
- vi. FOI Policy
- vii. Communication Protocol
- viii. Contracts sick pay
- ix. Starters & Leavers Policy

#### 5. TO DISCUSS DBS CHECKS FOR STAFF AND COUNCILLORS

- 6. REVIEW OF STAFF TIMESHEETS
- 7. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY
- 8. TO EXCLUDE THE PUBLIC AND PRESS, UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 for staffing matters

## 9. STAFFING MATTERS

- Michael Gayfer
- Apprentice Groundsman
- Permanent Groundsman
- Deputy Town Crier update
- Appraisals

## 10. DATE OF NEXT MEETING