



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

J. Shields

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