



North Walsham Town Council

PERSONNEL AND GOVERNANCE COMMITTEE MEETING

3 April 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 8 April 2019**, at **11.30**

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 personal or pecuniary interests and consider requests for dispensations

3. **APPROVE MINUTES OF PREVIOUS MEETING**

No Minutes to approve - meeting 11th June was overridden by Full Council meeting 26th June 2018

4. **REVIEW LEAVERS STRATEGY**

To consider adding a leavers paragraph to Absence, Sickness & Annual Leave policy and recommend to Annual Full Council Meeting

5. **REVIEW ALL POLICIES UNDER RESPONSIBILITY OF PERSONNEL & GOVERNANCE**

- **Child Protection**
- **Communications Policy**
- **Complaints Policy**
- **Co-option**
- **Disciplinary Procedure**
- **Equal Opportunities**
- **Training & Development Policy**
- **Standing Orders**
- **Grievance Policy**

- **Personnel & Governance Terms of Reference**

Any relevant points will be noted and taken to the Annual Full Council meeting

6. ANY OTHER BUSINESS ALLOWED BY THE CHAIR

To discuss items from the committee that fall within the Personnel and Governance Terms of Reference

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

8. APPRAISALS

To review staff appraisals and recommend any pay rises

9. DATE OF NEXT MEETING