

# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Personnel & Governance Committee meeting

held on 16 September 2019, at 18 Kings Arms Street, North Walsham

**PRESENT:** Cllr G Bull (Chair), Cllr Harris, Cllr Heinrich, Cllr Oakes, Cllr R Sims

**TOWN CLERK:** Ms J Shields

The meeting opened at 18.30

**1. APOLOGIES FOR ABSENCE**

Cllr Jackson – Family matters

**2. DECLARATIONS OF INTEREST**

- Pecuniary interest – None
- Personal interest – None

**3. APPROVE MINUTES OF PREVIOUS MEETING**

As proposed by Cllr Harris and seconded by Cllr Sims, it was **RESOLVED** that the minutes of the meeting held on 2 July 2019 be agreed as a true record

Cllr Oakes and Cllr Heinrich abstained

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

- Standing Orders Page 8 – 51 ‘Delegated powers will be given to the Clerk to deal with routine decisions within budget and any health & safety emergencies’
- Pension Policy - New policy template taken from Norfolk Pension Fund
- Information Audit - New policy (add to internal scrutineer to check quarterly)
- Retention & Disposal Policy - New policy, add page 4 - 8.3 ‘The retention periods below, start from the date of the meeting in which they were adopted. This date being the Full Council meeting of 23 September 2019’
- Planning Policy - New policy
- FOI Policy - added charge costs and page 4 ‘Payment for copies and postage will be paid in advance of information being sent out’. To create a standard reply to Freedom of Information requests.

As proposed by Cllr Harris and seconded by Cllr Sims, it was **RESOLVED to recommend to Full Council to accept amendments on existing policies and adopt new policies**

- Communication Protocol page 2, add 6.6 ‘All visitors including Councillors must sign in and out’, 6.7 staff communication changes (email any comments) – Defer until next meeting
- Contracts page 4 sick pay - to ask other Councils their sickness Policy – Deferred until next meeting
- Starters & Leavers Policy – add qualifications, references, DBS checks and deductions - bring back to next meeting

Initials.....

Date:.....16-10-19.....

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

As proposed by Cllr Bull and seconded by Cllr Harris, it was **RESOLVED to carry out standard DBS checks for all staff and encourage Councillors to apply.** Councillors with existing DBS checks can have their annual renewals reimbursed by the Council

### 6. REVIEW OF STAFF TIMESHEETS

As proposed by Cllr Bull and seconded by Cllr Sims, it was **RESOLVED to accept the timesheets and add a running total of annual holidays**

### 7. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY

- Interview discussions for Apprentice Groundsman
- Communication Protocol Policy
- Contract page 4 – Sick Pay
- Starters & Leavers Policy

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

As proposed by Cllr Harris and seconded by Cllr Heinrich, it was **RESOLVED to exclude the public and press due to the confidential nature of matters to be discussed.**

### 9. STAFFING MATTERS

- Apprentice Groundsman

As proposed by Cllr Harris and seconded by Cllr Sims, it was **RESOLVED to arrange interviews for 6 applicants on the afternoon of 11.10.19**

- Permanent Groundsman – It was decided to defer a decision on this until the appointed Apprentice Groundsman has had a substantial trial
- Appraisals & Pay rises

As proposed by Cllr Bull and seconded by Cllr Sims, it was **RESOLVED to award pay rises to:-**

**Michael Buller – 2 points**

**Daniel Gilbert – 1 point**

**Fi Collett – 2 points**

### 10. DATE OF NEXT MEETING

17 October 2019 at 18.30

The meeting closed at 20.30

Initials..... 

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