

# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Personnel & Governance Committee meeting

held on 8 April 2019, at 18 Kings Arms St, North Walsham

**PRESENT:** Cllr J Witte (Chair), Cllr Bull, Cllr B Hester, Cllr Murphy, Cllr Seward

**Town Clerk:** Ms J Shields

The meeting opened at 11.30

**1. APOLOGIES FOR ABSENCE**

Cllr Addison – Work, Cllr Mooney - Family

**2. DECLARATIONS OF INTEREST**

Personal interest – Town Clerk item 8 – J Shields Appraisal

Pecuniary interest – Cllr Hester item 8 – T Foster Appraisal

**3. APPROVE MINUTES OF PREVIOUS MEETING**

There were no minutes to approve

**4. REVIEW LEAVERS STRATEGY**

To draft a starters & leavers policy/procedure and take to next P&G - Clerk

**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

As proposed by Cllr Bull and seconded by Cllr Seward, it was **RESOLVED** to recommend to Full Council to create Terms of Reference and review changing Standing Orders to accommodate:-

- i. Mayor and Deputy Mayor
  - Should be nominated onto committees with voting rights instead of being ex-officio
  - Can attend any meeting not nominated on, but with no voting rights
  - Create ToR's for Mayor and Deputy Mayor - Clerk
- ii. Planning Committee: –
  - Has its own committee and elects its own Chair from the Committee
  - All councillors are de facto members of the committee but not a three-line whip
  - Create Planning ToR's with these changes - Clerk
- iii. Personnel Committee

  
5/6/19

# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Personnel & Governance Committee meeting

held on 8 April 2019, at 18 Kings Arms St, North Walsham

- Councillors with immediate family employees should morally decide if they wish to be considered on Personnel committee, but if nominated should maybe declare an interest in all staff appraisals

6. **TO EXCLUDE THE PUBLIC AND PRESS, UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 for staffing matters** - As proposed by Cllr Witte and seconded by Cllr Bull, it was **RESOLVED** to **exclude the public and press due to the confidential nature of matters to be discussed.**

7. **APPRAISALS**

Appraisals were discussed and considered for Nigel Clarke, Kevin Mackey, Michael Buller, Michael Gayfer, Daniel Gilbert, Fiona Collett, Julie Shields, Tina Foster

8. **ANY OTHER BUSINESS ALLOWED BY THE CHAIR**

Staff problem using 2x rideon lawn mowers

9. **DATE OF NEXT MEETING**

To be confirmed

*MB*  
5/6/19

The meeting closed at 12.20