

NORTH WALSHAM TOWN COUNCIL

PERSONNEL & GOVERNANCE COMMITTEE MEETING

MINUTES – held on 11 June 2018

PRESENT Cllr J Witte (Chair) Cllr E Addison, Cllr J Melville, Cllr R Mooney,
Cllr R Murphy, Cllr M Seward

Locum Clerk Mrs M Anderson-Dungar

Members of Public 0

The Chairman opened the meeting and welcomed Members.

1. DECLARATIONS OF INTEREST

No interests were declared.

2. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr B Hester.

3. APPROVE MINUTES OF PREVIOUS MEETING

Draft Minutes had been circulated and following a discussion as to whether ex-officio members should be recorded as such, it was proposed by Cllr Seward, seconded by Cllr Addison and **RESOLVED**

To accept the Minutes without alteration

4. EXCLUSION OF PUBLIC AND PRESS UNDER SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

As proposed by Cllr Addison, seconded by Cllr Seward it was

RESOLVED to exclude the press and public during discussion of the following Confidential item related to staffing matters.

5. STAFFING MATTERS

The Chairman's document previously circulated was discussed at length, and the following **RESOLVED** that

- **If staff did not wish to continue in current roles, then Chair and Vice-Chair – with appropriate authority from Full Council if required – appoint interim locum cover if necessary**
- **Audio files of meetings be retained. The Locum Clerk advised against permanent retention, and suggested destruction once minutes were prepared. Opinion was for retention until minutes are approved.**
POST MEETING NOTE: - advice taken, and recommendation is for all notes (including audio files) to be destroyed once minutes are approved.
- **Interview Panel to be appointed as and when necessary**
- **Equal Opportunities Policy to be reviewed and updated by Full Council at the next or earliest possible meeting**

There was also discussion as to whether all personnel related issues should be recorded by an independent minute-taker. The Locum Clerk advised that the only situation in which this would arise would be an issue related to the Town Clerk.

Cllr Addison left the meeting at this point.

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The meeting received a formal grievance and **AGREED** that the person who was the subject of the grievance should be made aware of it. There were concerns that documents had been circulated via email and it was emphasised that all such correspondence should be marked “private and confidential.” Members of the Grievance Panel were agreed and the Chair would contact them accordingly.

6. ANY OTHER BUSINESS

There was none.

7. DATE OF NEXT MEETING

This was confirmed as **Monday 25 June at 6.30p.m.**

The Meeting closed at 7.15p.m.