



NORTH WALSHAM TOWN COUNCIL

Personnel Meeting – Tuesday 18 January 2022

Published: 11 January 2022

Time: 18.30

Place: 18 Kings Arms Street, North Walsham NR28 9JX

Councillors are hereby summoned to attend the above meeting of the Council.

J. Shields

Julie Shields
Town Clerk

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**
3. **TO APPROVE MINUTES OF PREVIOUS MEETING** - emailed with Agenda
(As per Standing Order 3t, to approve decisions/resolutions made as an accurate record
To approve minutes of the meeting held on 11.11.21
4. **UPDATE ON MATTERS FROM PREVIOUS MINUTES**
Decision/Action Log (Clerks report attached)
5. **REVIEW POLICES & ToR's** – for recommendation to Annual Council meeting
 - 5.1 Personnel ToR's
 - 5.2 Absence, Sickness & Annual Leave
 - 5.3 Disciplinary & Grievance
 - 5.4 Equal Opportunities
 - 5.5 Health & Safety
 - 5.6 Pension Policy
 - 5.7 Training & Development
 - 5.8 Complaints Procedure
6. **EXCLUDE THE PUBLIC AND PRESS, UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**
for staffing matters
7. **STAFFING MATTERS (Confidential)**
 - 7.1 Cost cutting measures
8. **ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY**
9. **DATE OF NEXT MEETING**