



# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Personnel Meeting

held on 18 January 2022, at 18 Kings Arms Street, North Walsham

**Present:**

**Town Councillors:** Cllr Sims (Chair); Cllr Bull; Cllr Cracknell; Cllr Gray; Cllr Heinrich; Cllr Spall

**Town Clerk:** Ms Shields

The meeting opened at 18.30

**1. APOLOGIES FOR ABSENCE**

None

**2. DECLARATIONS OF INTEREST**

Pecuniary interest: None

Personal interest: None

**3. TO APPROVE MINUTES OF PREVIOUS MEETING - emailed with Agenda**

(As per Standing Order 12b, to approve accuracy of actions & decisions as a true record)

As proposed by Cllr Cracknell and seconded by Cllr Spall, it was **RESOLVED** that the minutes of the meeting held on 11 November 2021 be agreed as a true record

**4. UPDATE ON MATTERS FROM PREVIOUS MINUTES**

Decision/Action Log (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 – PPE guidelines added

- PPE is supplied to protect employees/councillors/volunteers and must be used correctly.
- PPE will be supplied to employees when and where necessary. This must suitably fit and be kept in good repair.
- PPE will only be supplied to councillors/volunteers undertaking Council business. Under no circumstances must any PPE equipment be kept by individuals. PPE must be stored correctly will be signed in and out.
- PPE must comply with UK legislation and any defects or loss must be reported to the Town Clerk

**5.6** Pension Policy

**5.7** Training & Development

**5.8** Complaints Procedure

As proposed by Cllr Heinrich and seconded by Cllr Gray, it was **RESOLVED** to approve the PPE additions to H&S Policy and recommend all Polices to the Full Council Annual meeting

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

Initials.....*RS*.....

Date:.....*7.2.22*.....



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7. **STAFFING MATTERS**

7.1 Cost cutting measures

We are looking for a 10% saving of staffing and associated administrative costs, to ask Full Council to proceed further

As proposed by Cllr Heinrich and seconded by Cllr Bull, it was **RESOLVED** to ask permission from **Full Council to proceed further with the cost cutting measures**

8. **ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY**

- None

9. **DATE OF NEXT MEETING**

Monday 7 February 2022

The meeting closed at 19.05

Initials.....*RS*.....

Date:.....*7.2.22*.....