



NORTH WALSHAM TOWN COUNCIL

Minutes of the Personnel Meeting

held on 24 March 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 17.30

1. APOLOGIES FOR ABSENCE

None

2. DECLARATIONS OF INTEREST - (Standing Orders: 13b-pecuniary interest; 13c-personal interest if the code of conduct requires; Councillors will leave the meeting for the item, unless a dispensation is granted)

Pecuniary interest: None

Personal interest: None

3. TO APPROVE MINUTES OF PREVIOUS MEETING - (Standing Order: 3t vii-approve resolutions made as an accurate record; Standing Order: 12a-emailed with agenda, taken as read)

As proposed by Cllr Spall and seconded by Cllr Cracknell, it was **RESOLVED** that the minutes of the meeting held on 14 February 2022 be agreed as a true record

4. UPDATE ON MATTERS FROM PREVIOUS MINUTES

Decision/Action Log (attached)

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

6. STAFFING MATTERS

6.1 To discuss moving forwards with cost cutting measures

It was decided to arrange an external staff review to confirm job roles, allocated hours and remuneration

As proposed by Cllr Sims and seconded by Cllr Gray, it was **RESOLVED** to arrange an external staff review as per SLCC advice

6.2 To continue with staff support and feedback

It was discussed to gain more insight and/or recommendations from all employees

As proposed by Cllr Bull and seconded by Cllr Sims, it was **RESOLVED** to organise one to one meetings with all staff

7. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY - (Standing Orders: 9b-Agenda items to be received at least 7 clear days before the meeting; 9f-The Proper Officers decision whether to include the items on the agenda shall be final)

- None

8. DATE OF NEXT MEETING

tbc

The meeting closed at 18.20

Signed: 

Date: 12.5.22