



NORTH WALSHAM TOWN COUNCIL

Minutes of the Personnel Meeting

held on 12 May 2022, at 18 Kings Arms Street, North Walsham

Present:

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

Town Clerk: Ms Shields

The meeting opened at 18.00

1. APOLOGIES FOR ABSENCE

Cllr Cracknell (hols)

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 24 March 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 It was discussed changing the Grounds persons hours from 8.5 hrs per day in the summer and 6.5 hrs per day in the winter, to 7.5 hrs per day all year round, and only enforcing a half hour lunch break instead of 1 hr

As proposed by Cllr Gray and seconded by Cllr Sims, it was **RESOLVED** to change the grounds persons working week to 37hrs per week all year round, starting immediately

6.2 It was decided to accept Michael Buller's request to reduce his hours from 37hrs per week to 34.5hrs per week on medical grounds

As proposed by Cllr Heinrich and seconded by Cllr Gray, it was **RESOLVED** to approve the request for reduced hours, by 2.5 hrs per week starting 1 June 2022

6.3 It was decided to introduce flexi-time for all staff for working hours and lunch breaks

As proposed by Cllr Bull and seconded by Cllr Heinrich, it was **RESOLVED** to approve flexi-time for all staff

Signed: 

Date: 11. 7. 22



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6.4 It was decided to accept advice from ALCC to request an experienced Clerk to come and talk with the staff, to provide an independent review, with recommendations on job roles, responsibilities, and contractual hours for a Council of our size and structure

As proposed by Cllr Bull and seconded by Cllr Sims, it was **RESOLVED to seek the assistance of an experienced independent Clerk**

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)

- Outcome of independent review

8. **DATE OF NEXT MEETING**

tbc

The meeting closed at 18.40

Signed:.....

Date:.....11.7.22.....