



NORTH WALSHAM TOWN COUNCIL

Personnel Meeting – Tuesday 30th May 2023

Published: 24 May 2023

Time: 18.00

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

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

Fi Collett
Assistant Town Clerk

AGENDA

1. **ELECTION OF CHAIR**
2. **ELECTION OF VICE CHAIR**
3. **APOLOGIES FOR ABSENCE** - any apologies received by the Proper Officer for absence
4. **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)
5. **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)
To approve minutes of the meeting held on 7 March 2023
6. **UPDATE ON MATTERS FROM PREVIOUS MINUTES**
Decision/Action Log (No matters outstanding)
7. **EXCLUDE THE PUBLIC AND PRESS, UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**
for staffing matters
8. **STAFFING MATTERS (Confidential)**
 - 8.1 Agree recruitment of locum and or permanent Town Clerk
 - 8.2 Agree recruitment of locum and or permanent RFO
 - 8.3 Review co-option process
 - 8.4 Agree staff wages
 - 8.5 Review Terms of Reference
 - 8.6 Review Employment Policies
 - 8.6.1 Disciplinary & Grievance - Acas model adopted 26.11.19

- 8.6.2 Equality, Diversity & Inclusion – Acas Model
- 8.6.3 Absence & Sickness
- 8.6.4 Health & Safety
- 8.6.5 Starters & Leavers
- 8.6.6 Training & Development
- 8.6.7 Pension Policy – Norfolk Pension Fund Model

9. 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)

10. DATE OF NEXT MEETING