



NORTH WALSHAM TOWN COUNCIL

Minutes of the Personnel Meeting

held on 7 March 2023, at 18 Kings Arms Street, North Walsham

Present:

Town Councillors: Cllr Gray; Cllr Shires; Cllr Beach; Cllr Eastwick; Cllr Wright (Mayor)

Members of the Public: Cllr Barry Hester

Assistant Town Clerk: Ms F Collett

The meeting opened at 18.00

1. ELECTION OF CHAIR

Cllr Grey was nominated for Chair of Personnel, no other nominations were received. It was voted unanimously and **RESOLVED that Cllr Gray be elected as Chair for the year 23/24**

2. ELECTION OF VICE CHAIR

Cllr Shires was nominated for Vice Chair of Personnel, no other nominations were received. It was voted unanimously and **RESOLVED that Cllr Shires be elected as Vice Chair for the Year 23/24**

3. APOLOGIES FOR ABSENCE - (To be recorded, the Lead Officer should be notified no later than 17:00 on the day of the meeting) Cllr Tatam (No apologies)

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) Pecuniary interest: None Personal interest: None

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) The minutes of the meeting held on 7 March 23 were not discussed at this meeting and will be re submitted to the Personnel Committee at the next meeting (July '23).

6. UPDATE ON MATTERS FROM PREVIOUS MINUTES Decision/Action Log (attached)

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

Cllr Hester did not leave the meeting.

8. STAFFING MATTERS

- 8.1 It was agreed that pending a review of the Clerks Job Description, an advertisement would be placed with NACL, NPTS, SLCC in order to recruit a Clerk or Locum Clerk.
- 8.2 It was agreed that pending the results of a conversation with Cherrie Woods (Assistant Finance) regarding her willingness to take over the RFO role, an advertisement would be placed with NACL, NPTS, SLCC in order to recruit an RFO or Locum RFO.
- 8.3 It was agreed that following a skills audit of current Town Councillors a new Co Option procedure would be put in place to ensure the applicant was not made to feel uncomfortable. Results of all interviews to be referred to Full Council.
- 8.4 As there was no information relating to staff wages this matter was deferred.
- 8.5 TOR's were reviewed to be amended and returned to Full Council for approval

Signed:.....

Date:.....



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8.6 All Policies were reviewed to be amended and returned to full council for approval.

8.6.3 As proposed by Cllr Eastwick and Seconded by Cllr Beach it was **RESOLVED to adopt the 'Bradford Factor' to assess absence and measure the potential impact it could have on the overall running of the town council.**

8.6.5 As proposed by Cllr Eastwick and Seconded by Cllr Beach it was **RESOLVED to add an Employment Review Framework to the Starter and Leavers Policy.**

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**

18 July 2023 6pm

The meeting closed at 20.06

Signed:.....

Date:.....