



NORTH WALSHAM TOWN COUNCIL

Minutes of the Personnel Meeting

held on 18 July 2023, at 18 Kings Arms Street, North Walsham

Present:


Town Councillors: Cllr Gray (Chair), Cllr Shires, Cllr Eastwick, Cllr Heinrich, Cllr Wright (Mayor)

Members of the Public: 0

Assistant Town Clerk: Ms F Collett

The meeting opened at 18.00

1. **APOLOGIES FOR ABSENCE** - (To be recorded, the Lead Officer should be notified no later than 17:00 on the day of the meeting)
Cllr Beach
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 Shires and seconded by Cllr Eastwick, it was **RESOLVED** that the minutes of the meeting held on 30 May 2023 be agreed as a true record
4. **UPDATE ON MATTERS FROM PREVIOUS MINUTES**
Decision/Action Log (attached)
5. **UPDATE ON PLANS FOR CO OPTION**
Ideas were discussed but this item was deferred to September meeting to allow time for the Policy to be updated.
6. **TO REVIEW DRAFT SKILLS AUDIT**
As proposed by Cllr Shires and seconded by Cllr Eastwick, it was **RESOLVED** that the Skills Audit be accepted and implemented. All councillors will be asked to complete the Audit and results published prior to the initiation of Co Option procedures.
7. **TO REVIEW CLERKS JOB DESCRIPTION**
As proposed by Cllr Shires and seconded by Cllr Eastwick, and subject to requested revisions, it was **RESOLVED** that the Clerks Job Description be accepted. This supersedes any previously published job descriptions for the Clerk.
8. **TO REVIEW RFO JOB DESCRIPTION**
As proposed by Cllr Heinrich and seconded by Cllr Eastwick, and subject to requested revisions, it was **RESOLVED** that the RFO Job Description be accepted. This supersedes any previously published job descriptions for the RFO.

Signed: 

Date: 12/09/23



NORTH WALSHAM TOWN COUNCIL

Minutes of the Personnel Meeting

held on 18 July 2023, at 18 Kings Arms Street, North Walsham

9. REVIEW ALL PERSONNEL POLICY CHANGES MADE ON 30th MAY 2023

Following suggestions put forward by the Assistant Clerk this item was deferred to allow for further changes.

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

None

11. 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)

All policy changes

Staff handbook

Update on ALCC & SLCC consultations

12. DATE OF NEXT MEETING

Tuesday 5th September 2023

The Meeting closed at 19.32

Signed:.....

Date:.....