



# NORTH WALSHAM TOWN COUNCIL

## Personnel Meeting – Tuesday 12<sup>th</sup> September 2023

Published: 6 Sept 2023

Time: 18.30

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

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### AGENDA

1. **APOLOGIES FOR ABSENCE** - any apologies received by the Proper Officer for absence.  
Cllr Heinrich
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)
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)  
To approve minutes of the meeting held on 18 July 2023
4. **UPDATE ON MATTERS FROM PREVIOUS MINUTES**  
Decision/Action Log (No matters outstanding)
5. **SKILLS AUDIT**  
To review results of Councillors Skills Audit
6. **CO COPTION**  
To agree placement and wording for Co Options Notices (in addition to Notice of Vacancy supplied by Electoral Services).
7. **EXCLUDE THE PUBLIC AND PRESS, UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**  
for staffing matters (Confidential)

#### **7.1 JOB EVALUATION**

To review the Job Evaluation as provided by SLCC

#### **7.2 HOURS AND PAY**

To agree hours and rates of pay

### **7.3 JOB ADVERTISEMENTS**

To discuss wording and placement of advertisements for Clerk and RFO positions

- 8 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)

To review final changes to Personnel Policies

- 9 DATE OF NEXT MEETING**