



# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Personnel Meeting

held on 12 September 2023, at 18 Kings Arms Street, North Walsham

### Present:

**Town Councillors:** Cllr Gray (Chair), Cllr Shires, Cllr Eastwick, Cllr Beach, Cllr Hester

**Members of the Public:** 0

**Assistant Town Clerk:** Ms F Collett

The meeting opened at 6.30pm

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 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)  
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 18 July 2023 be agreed as a true record
4. **UPDATE ON MATTERS FROM PREVIOUS MINUTES**  
Cllr Shires & Cllr Eastwick – Handbook - to be added to Action Log
5. **SKILLS AUDIT**  
Results of the Skills Audit were discussed and reviewed for use when designing the Co Option advertisement and when highlighting further training needed for Councillors.  
As proposed by Cllr Beach and seconded by Cllr Hester, it was **RESOLVED** to create a smaller, more concise audit to be given to new Councillors at the start of their tenure and full audit to be circulated to the same Councillors after 3 months.  
As proposed by Cllr Eastwick and seconded by Cllr Beech, it was **RESOLVED** to distribute the Skills Audit and review results, annually.
6. **CO OPTION**  
As proposed by Cllr Shires and seconded by Cllr Beach, it was **RESOLVED** once an advertisement had been put together by Cllr Gray, it would be distributed alongside the Notice of Vacancy, to a variety of Community areas and publications to include Just North Walsham, North Walsham Times, Community Centre, Notice Boards, Nurseries, Financial Establishments etc.



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

7.07pm Fi Collett was asked to leave the meeting and the tape was turned off for private discussion of the following items

**8. JOB EVALUATION**

The Document was reviewed by the Committee and Recommendations taken on board.

**9. HOURS AND PAY**

Recommendations to be taken to Full Council :

FT Clerk, 30-39 hours flexi agreeing with the scale in the JE aiming for 35-36 as suggested but prepared to move to the upper end if candidate has relevant qualifications and experience. Line managing RFO and Assistant Clerk

PT RFO, 16-20 hours flexi, agreeing with scale 24-28 as suggested. Line managing Office Junior.

Assistant Clerk and Office Junior were also discussed

7.35pm Fi Collett rejoined the meeting

**10. 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)  
Staffing issues (Ground Staff)  
Policies for Final Review

**11. DATE OF NEXT MEETING**

TBC

The Meeting closed at 7.46pm