



# NORTH WALSHAM TOWN COUNCIL

## Personnel Meeting – Tuesday 2nd July 2024

Published: 27<sup>th</sup> June 2024

Time: 18.30

Place: Cedar House, New Road, North Walsham NR28 9DE

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

**Wendy Murphy**  
Town Clerk

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### 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 20<sup>th</sup> February 2024 and 23<sup>rd</sup> April 2024
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. **Review Terms of Reference**
9. **Review Employment Policies**
  - 9.1 Disciplinary & Grievance – Acas model adopted 26.11.19
  - 9.2 Equal, Diversity & Inclusion – Acas model
  - 9.3 Absence and Sickness
  - 9.4 Health & Safety
  - 9.5 Starters & Leavers
  - 9.6 Training & Development
  - 9.7 Pension Policy – Norfolk Pension Fund model

**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)

**11. DATE OF NEXT MEETING**