



NORTH WALSHAM TOWN COUNCIL

Minutes of the Personnel Meeting

held on 2 July 2024, at Cedar House, New Road, North Walsham NR28 9DE

Present:

Town Councillors: Cllr Hester, Cllr Heinrich, Cllr Beach, Cllr Eastwick, Cllr Ginbey, Cllr Wright (Mayor)

Town Clerk: Wendy Murphy

Members of Public: None

The meeting opened at 18.30

1. ELECTION OF CHAIR

Cllr Eastwick was nominated for Chair of Personnel by Cllr Wright. There was no seconder for this. Cllr Hester was nominated by Cllr Beach and seconded by Cllr Ginbey and with a majority vote it was **RESOLVED that Cllr Hester be elected as Chair for the year 24/25.**

2. ELECTION OF VICE CHAIR

Cllr Eastwick was nominated for Vice Chair of Personnel by Cllr Wright. There was no seconder for this. Cllr Ginbey was nominated by Cllr Hester and seconded by Cllr Beach and with a majority vote its was **RESOLVED that Cllr Ginbey be elected as Vice Chair for the Year 24/25.**

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 Heinrich

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 20th February 24 and 23rd April 24 were agreed as a true record.

6. UPDATE ON MATTERS FROM PREVIOUS MINUTES
No updates

7. EXCLUDE THE PUBLIC AND PRESS, UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 for staffing matters
As Proposed by Cllr Hester and seconded by Cllr Wright and all in favour.

8. REVIEW TERMS OF REFERENCE
As proposed by Cllr Wright and seconded by Cllr Beach and all inf favour the Tor’s were reviewed and will be returned to Full Council for approval.

9. REVIEW EMPLOYMENT POLICIES.
As proposed by Cllr Eastwick and seconded by Cllr Ginbey and all in favour the following policies were reviewed, amended and will be returned to Full Council for approval: -

- 9.1 Disciplinary & Grievance – Acas model adopted 26.11.19
- 9.2 Equal, Diversity & Inclusion – Acas model
- 9.3 Absence and Sickness

Signed:.....

Date:.....



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- 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)

Wellbeing policy

To review the Capability Procedure

To re-send a simplified skills audit to councillors and once received back to the clerk, to advertise for co-option

Delegation policy to reviewed in 6 months' time

Mobile policy

Bereavement Policy

Member of Personell Committee to be added as a manager to Croner.

Appraisal training for Mayor

11. DATE OF NEXT MEETING

2nd October 2024 18.30

The meeting closed at 19.59

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