

NORTH WALSHAM TOWN COUNCIL

Minutes of the Personnel & Governance Committee meeting

held on **16 October 2019**, at 18 Kings Arms Street, North Walsham

PRESENT: Cllr G Bull (Chair); Cllr Heinrich; Cllr Oakes; Cllr R Sims
TOWN CLERK: Ms J Shields

The meeting opened at 18.00

1. APOLOGIES FOR ABSENCE

Accepted: Cllr Jackson (hols); Cllr Harris (work)

2. DECLARATIONS OF INTEREST

Pecuniary interest: None

Personal interest: None

3. APPROVE MINUTES OF PREVIOUS MEETING

As proposed by Cllr Sims and seconded by Cllr Heinrich, it was **RESOLVED** that the minutes of the meeting held on 16 September 2019 be agreed as a true record

Cllr Oakes and Cllr Heinrich abstained

4. UPDATE ON MATTERS FROM PREVIOUS MINUTES

Decision/Action log attached

5. TO REVIEW POLICIES AND SUGGESTED AMENDMENTS

5.1 Communication Protocol – item 6.7

was discussed - Cllr Oakes wanted it taken out, but the other Cllrs decided to re-word the item and take back to the next meeting to be agreed

5.2 Contracts – sick pay,

it was discussed that as this has been abused in the past, to agree to change sick pay entitlement for New Employees to:-

- a. 1st Year - statutory sick pay;
- b. 2nd year - 1 month full pay & 1 month half pay
- c. after 5 years - 3 months Full Pay and 3 months half pay
- d. also add at the Councils discretion

to recommend to Full Council 29.10.19

5.3 Starters & Leavers Policy - to adopt the policy and recommend to Full Council

As proposed by Cllr Bull and seconded by Cllr Sims it was **RESOLVED** to agree the above decisions

6. REVIEW OF STAFF TIMESHEETS

6.1 UK holiday entitlement carry over

6.2 EU holiday entitlement carry over

Entitlement was discussed and Cllrs were happy with staff continuing to carry over 5 days holiday if necessary.

Initials.....

Date:.....

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Christmas Holiday shut down was also discussed, and it was decided to recommend to Full Council that no extra holiday should be given for the Christmas break and that Personal holiday entitlement should be used.

7. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY

Communication Protocol

Project check list (RS to liaise with JS to make up a project list)

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

9. STAFFING MATTERS

9.1 Apprentice Groundsman

It was discussed that as Mr Buller is off sick for the foreseeable future, the apprentice Groundsman should be postponed until the new year. It is more urgent to advertise for a Permanent Groundsman and take on a temporary Groundsman for 3 months whilst advertising. If this doesn't work out, it was agreed to take on an agency worker.

9.2 Staff

It was discussed and agreed to advertise asap for an accounts Clerk working 1 day a week

10. DATE OF NEXT MEETING

21 November 2019 at 18.00

The meeting closed at

Initials.....

Date:.....21-11-19.....