

# DEREHAM TOWN COUNCIL

18<sup>th</sup> October 2022

At a meeting of the **Personnel** Committee held on Tuesday 18<sup>th</sup> October 2022 at Dereham Memorial Hall.

**Present** Councillors H Jones-Seymour (Chairman), K Cogman, S Green, H King, L Monument and H Clarke (substitute for C Bunting).

Also present: Town Clerk Tony Needham.

1. **To receive apologies for absence.**  
Apologies for absence were received from Councillor C Bunting,
2. **Declaration of Interest.**  
There were no declarations of interest.
3. **To elect a Chairman**

Councillor H King proposed Councillor H Jones-Seymour, this was seconded. There were no other nominations, it was agreed that Councillor H Jones-Seymour be Chairman of the Personnel Committee.

Councillor H Jones-Seymour took the chair.

4. **To elect a Vice Chairman**

Councillor L Monument proposed Councillor K Cogman, this was seconded. There were no other nominations, it was agreed that Councillor K Cogman be Vice Chairman of the Personnel Committee.

5. **Exclusion of press and public**

Proposed by Councillor H Jones-Seymour, seconded by Councillor S Green it was agreed to pass a resolution to exclude the Press and Public from the meeting on the grounds that the Business to be transacted is confidential and publicity would be prejudicial to the public interest.

- 6 **To review staff hand book.**

Each section of the draft revised staff handbook was reviewed. Comments were made regarding content and wording without any substantial changes to the substance of existing policies within the handbook. Amendments would be made and a revised draft brought back to committee at a later date to consider further.

7. **Update on staffing matters.**

The Clerk updated the committee on some staffing matters. Due to the pressure of time, not all matters were considered and matters would be brought back to the next meeting. One recommendation was made with regards to staff matters:

It was agreed to recommend a modification to a pay scale as detailed in the confidential report.

Chairman