

DEREHAM TOWN COUNCIL

28th March 2023

At a meeting of the **Personnel** Committee held on Tuesday 28th March 2023 at Dereham Memorial Hall.

Present Councillors K Cogman (Chairman), S Green, H King and L Monument.

Also present: Town Clerk Tony Needham and Councillor P Duigan.

1. **To receive apologies for absence.**

Apologies for absence were received from Councillors C Bunting, H Jones-Seymour and P Morton.

2. **Declaration of Interest.**

There were no declarations of interest.

3. **Exclusion of press and public**

Proposed by Councillor K Cogman, seconded by Councillor L Monument 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.

4. **Update on staffing matters.**

The Clerk gave a verbal update on staffing matters.

The committee recommended that the budget associated with additional staffing hours for taking over the play areas and open spaces, be reallocated to the staffing budget to allow staff hours to expand as required.

5. **To review staff hand book.**

Councillors reviewed the staff handbook, amendments and alterations were made to improve clarity and presentation without changing policy. The final version would be circulated for approval at Full Council in April.

Chairman