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24<sup>th</sup> January 2024

An Extraordinary meeting of Sheringham Town Councils Employment Committee will take place on **Tuesday 30<sup>th</sup> January 24** at Sheringham Community Centre at 7:00pm and the following business will be transacted.

All Committee Members are summoned to attend.

On the advice of Norfolk ALC, the meeting should be attended only by members of the Employment Committee due to the confidential nature of the business being transacted.

### IMPORTANT

The Committee will be considering staff-related matters. On HR advice, in order to protect confidentiality, documentation and statements will be provided to Committee members at the meeting. It is important that Committee Members read a supporting document before the meeting considers the related motion and appropriate time will be afforded for this.

Any documents and their contents must not be copied, photographed, or shared and will only be available for Employment Committee Members to read within the confidentiality of the meeting room.

Sarah Peberday  
Town Clerk RFO

### AGENDA

1.	<b>APOLOGIES</b> MOTION: Committee to receive and approve apologies and reasons for absence.
2.	<b>DECLARATIONS OF INTEREST and DISPENSATIONS</b> With reference to items on the agenda Committee Members are reminded of their responsibility to declare interests and to update their Register of Interests as required.
3.	<b>OPEN MEETING</b> Public participation: Members of the public will be invited to speak and/or question the Committee on issues relating to this agenda or raise issues for future consideration. The period of time designated for public participation at a meeting in accordance with the Council's Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the Chair of the meeting. Matters relating to employment may not be raised by members of the public.

4.	<p><b>EXCLUSION OF PRESS AND PUBLIC</b>  MOTION: Pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as extended by S100 of the Local Government Act 1972, Council to decide on whether the press and public be excluded from the meeting for any agenda item on the grounds that its consideration would involve the disclosure of exempt information.  RECOMMENDATION: Agenda item 5 A - D to be under 3D as a closed meeting as they relate to sensitive employee matters.</p>
5.	<p><b>STAFF MATTERS</b>  A – MOTION: to receive and note an update from the Clerk regarding a staff matter and agree a course of action(Clerk)    B – MOTION: to receive an update from the Chair of Employment regarding a resolution passed at the XO meeting dated 12<sup>th</sup> December 2023 (SB)    C – MOTION: to review and note the contents of documents relating to a staff matter and agree the course of action already taken and recommended further actions (SB)    D – MOTION: to agree a budget of £2000 to undertake actions already undertaken and recommended further actions in relation to a staff matter (SB)</p>
6.	<p><b>COUNCILLOR TRAINING</b>  MOTION: Committee to note that under the Committee's terms of reference, Committee members must receive training on HR matters and that this training is scheduled for 28<sup>th</sup> February 6:30-7:30pm. (SB)</p>
7.	<p><b>DATE OF NEXT MEETING</b>  MOTION: Committee to consider and if necessary, agree the date of the next EXTRAORDINARY meeting (depending upon motions above) (Clerk)    MOTION: Committee to note the next Ordinary employment meeting is scheduled on 15<sup>TH</sup> February 2024 at 7.00pm to be held at Sheringham Community Centre.</p>