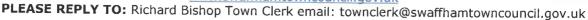


Swaffham Town Council

Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ Telephone 01760 722922







Swaffham Town Council HR & Governance Committee

You are hereby summoned to a meeting of the HR & Governance Committee on Monday, 7th October 2019 at 12noon in the Council Chamber, Town Hall, Swaffham.

N.B. In case of non-members this agenda is for information only.

Richard Bishop Town Clerk

For information the Committee members are as follows: -

Councillors: J Skinner, K Sandle, W Bensley, G Edwards, C Houghton

Grievance & Appeal panel: J Anscombe, B Holmes, L Scott

Summons issued 30th September 2019

<u>AGENDA</u>

- 1. To receive apologies for absence
- 2. To receive declarations of interest for items included on the Agenda
- 3. ** To receive and agree the Minutes: Monday 5th August 2019
- 4. ** To receive and consider Health & Safety update
- 5. **To receive and consider annual review of HR Policies:
- 5.1. EH Policy 2019 (C) 003 Complaints Procedure
- 5.2. EH Policy 2019 (C) 004 Confidentiality Policy
- 5.3. EH Policy 2019 (G) 001 Grievance Policy and Procedure
- 5.4. EH Policy 2019 (H) 001 Health & Safety Policy
- 5.5. EH Policy 2019 (M) 002 Member and Officer Protocol
- 5.6. EH Policy 2019 (S) 003 Smoking Policy
- 5.7. EH Policy 2019 Draft STC Staff Handbook
- 5.8. EH Policy 2019 (P) 001 Paternity Leave * deferred from last meeting
- 5.9. EH Policy 2019 (M) 004 Maternity Leave * deferred from last meeting
- 6. **To receive and consider report on GDPR records retention schedule on-going
- 7. **To receive and consider Draft Business Continuity Plan

Admission to Meetings Act Public Bodies) 1960: CONFIDENTIAL BUSINESS following the exclusion of the Public & Press:

- 8. To receive and consider late or urgent matters at the Chairman's discretion, not included elsewhere on the agenda (prior notice must be given)
- 9. ** To receive Notes from the staff meetings in August and September 2019
- 10. ** To receive and consider Timesheet Analysis, including updates on staff illness/absence records
- 11. ** To receive and consider early results from Salary and Contractor Survey.
- 12. ** To receive and consider report from the Town Clerk following competition of probationary review for one member of staff.
- 13. To continue discussion on possible Appraisal process improvements for 2020.
- 14. To receive other issues for forthcoming meetings and confirm date and time for the next meeting: Monday 9th December 2019, 12noon