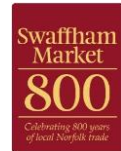




Swaffham Town Council

Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ
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www.swaffhamtowncouncil.gov.uk



PLEASE REPLY TO: Richard Bishop Town Clerk email: townclerk@swaffhamtowncouncil.gov.uk

Swaffham Town Council HR & Governance Committee

You are hereby summoned to a meeting of the **HR & Governance Committee** on **Monday, 9th December 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

Substitute Councillors: - S Matthews, P Darby

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

Summons issued 4th December 2019

AGENDA

1. **To receive apologies for absence**
 2. **To receive declarations of interest for items included on the Agenda**
 3. **To appoint Chair and Vice Chair for 2019-20**
 4. **** To receive and agree the Minutes:** Monday 7th October 2019
 5. **To receive and consider Health & Safety update**
 6. **To receive and consider any GDPR issues and Records Retention update.**
 7. ****To receive and consider annual review of HR Policies:**
 - 7.1. EH Policy (E) 002 Employers Discretionary Pension Policy.
 - 7.2. EH Policy (C) 007 Community Events & Unsocial Hours Policy
 - 7.3. EH Policy (S) 007 Senior Management out of office procedure
 - 7.4. EH Policy (T) 003 Time off in Lieu & Flexitime Policy
 - 7.5. EH Policy (E) 001 Equal Opportunities & Dignity at Work Policy
 - 7.6. EH Policy (A) 002 Absence Management Policy & Procedure
- 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 October and November 2019**
 10. **** To receive and consider Timesheet Analysis, including updates on staff illness/absence records**
 11. **** To receive and consider report from the Town Clerk and Deputy Clerk on a recent Norfolk Pension Fund Forum.**

12. **** To receive and consider a report from the Norfolk Pension Fund on the Pension Strain to be charged after 1st April 2019.**
13. **** To receive and consider a report from the Norfolk Pension Fund on the Employer's contributions for the next three financial years.**
14. **** To receive and consider an updated report on the Staff/Contractor review with other Parishes and Towns.**
15. **** To receive and consider request from a member of the Administration Staff to reduce their working week i.e. to go part-time.**
16. **** To receive and consider request from two Administration Staff to work during the Christmas Holiday Period.**
17. **To receive other issues for forthcoming meetings and confirm date and time for the next meeting: Monday 3rd February 2019, 12noon**