

Swaffham Town Council

Minutes of the **Human Resources & Governance Committee** held on **4th March 2021** at midday using zoom link.

Cllr Members Present: Cllr W Bensley (In the Chair)
Cllrs J Anscombe, G Edwards, C Houghton, J Skinner

Town Clerk: Mr R Bishop
Minute Taker: Mrs C Smith

1. **Apologies and reasons for absence.**
None all present
2. **Declarations of Interest.**
None received.
3. **To agree the minutes of 25th January 2020.**
The minutes were agreed and signed as a true record by the chairman.
4. **Report on outstanding actions**
No Issues raised.

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

5. **Late or Urgent Matters**
Cllrs noted that the Health and Safety report from ES & ES had been received and would be considered at 12th April meeting.
6. **Report following dismissal of a member of staff**
Cllrs noted that a member of staff had been dismissed, proper procedures and advice from the HR consultant had been followed.

It was agreed that the Town clerk had adhered to proper procedures and advice from the HR consultant, and a correct decision had been made to end the contract of employment.

7. **Recruitment, use of contractors to address outside tasks.**
Cllrs discussed the nature of the outside tasks and use of contractors. The Town Clerk recommended that contractors were employed to maintain large areas and some of the new areas on Swans Nest, with the inhouse team going along afterwards to strim and tidy. Cllrs also considered the recruitment of a caretaker to deal with the cleaning and maintenance of Town Council buildings, it was thought that this might be more efficient than the grounds staff taking on this work. The Town clerk would bring a job description and recommendation for hours for a new post to the April meeting.

Initials: _____

It was agreed for the Town Clerk to bring a draft job description to the April meeting for consideration, as outlined.

8. Staff Appraisals

Councillors noted annual appraisals had taken place. A summary for each employee had been circulated. It was commented that the summary did not outline performance against objectives. Cllrs asked that the detail be brought back to the next meeting and a training schedule be prepared. The Town Clerk stated that he would do his best, but this was a very tight schedule with the current workload and year end approaching.

It was agreed that the Town Clerk should prepare a performance against objectives report, with a draft training schedule for consideration at the next meeting.

9. Items for the next agenda

- 9.1. Phased return to the Town Hall – Cllrs discussed the need to return to the office and thought that some staff may continue to work from home according to how they best work and business needs.
- 9.2. Face to face meetings – it was noted that the legislation allowing virtual meetings expires in May, it may then necessitate the resumption of face-to-face meetings. The possibility of hybrid meetings was discussed.
- 9.3. Succession planning - It was noted that there was likely to be a retirement this year as well as finalising arrangements for the project officer post.

It was agreed to place these three items on the agenda for the April meeting.

14. To agree date for next meeting and items for a future agenda:

Monday 12th April 2021

Meeting closed at 13.05pm

_____ Chairman

Initials: _____