



Swaffham Town Council

Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ
Telephone 01760 722922
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 virtual meeting of the **HR & Governance Committee** on **Tuesday, 9th June 2020** at **12noon** using the following link: -

<https://us02web.zoom.us/j/81188379456?pwd=SnFjSW5NdmcE5eIF1WURPdKE2VWICZz09>

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 3rd June 2020

AGENDA

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: Tuesday 5th May 2020
4. To report on outstanding actions agreed at previous meetings.
5. To receive and consider Health & Safety update
- Admission to Meetings Act Public Bodies) 1960:**
CONFIDENTIAL BUSINESS following the exclusion of the Public & Press:
6. To receive and consider late or urgent matters at the Chairman's discretion, not included elsewhere on the agenda (prior notice must be given)
7. ** To receive Notes (or report) from the staff meetings in Lockdown period.
8. ** To receive and consider Timesheet Analysis summary, including updates on staff illness/absence records
9. ** To receive and consider review of TOIL/Flexitime procedures
10. ** To receive and consider Annual Leave requests from various members of staff.
11. ** To receive and consider Home Working Allowance & reimbursement of other expenses.
12. ** To receive and consider discussion doc phased 'back to the Town Hall office'.
13. To receive and consider report from Town Clerk in respect of on-going HR Advice.
14. To agree date for next meeting and items for a future agenda: Monday, 3rd August 2020, 12noon