

## **Swaffham Town Council**

Minutes of the **Human Resources & Governance Committee** held on **Monday, 3<sup>rd</sup> February** at **12noon** in the Council Chamber, Town Hall Swaffham.

Cllr Members Present: Cllr W Bensley (In the Chair), Mr G Edwards, Mr C Houghton, Mrs J Skinner, Mr K Sandle

Town Clerk: Mr R Bishop  
Deputy Clerk: Mrs C Smith

1. **Apologies and reasons for absence.**

None, all present.

2. **Declarations of Interest.**

None received.

3. **To agree the minutes of 9<sup>th</sup> and 17<sup>th</sup> December 2019.**

The minutes were agreed and signed as a true record by the chairman.

4. **Outstanding Actions agreed at previous meetings**

None.

5. **Health and Safety Update**

The Town Clerk reported that the Estates Committee would be taking on responsibility to monitor health and safety relating to land and property owned, leased or managed by the Town Council. The HR committee would monitor Health and Safety relating to employer responsibilities. There may be some overlap. Cllr Anscombe would continue to help staff improve systems and procedures. The contract with ES and ES would be reviewed.

6. **GDPR and Record Retention.**

The Town Clerk reported that final recommendations on record retention dates would be available for the next meeting.

7. **To receive and consider annual review of HR Policies: -**

Cllrs noted the comments that had been made by Cllr Anscombe on each of the policies

a) **EH Policy (S) 009 Staff and Travel Expenses**

The Committee agreed to remove the allowance for cycling.

<b>It was unanimously agreed to accept the policy with the allowance for cycling removed for 2020-21</b>
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b) **EH Policy (W) 001 Whistleblowing**

It was agreed to accept the policy without change.

<b>It was unanimously agreed to accept the policy without change for 2020-21.</b>
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c) **EH Policy (F) 001 Flexible Working**

A couple of typos would be corrected, it was agreed to accept the policy without change.

<b>It was unanimously agreed to accept the policy without substantial change, typos would be corrected.</b>
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Initials: \_\_\_\_\_

- d) EH Policy (A) 004 Anti Bribery  
It was agreed to accept the policy without change.

**It was agreed to accept the policy without change for 2020-21.**

- e) EH Policy (L) 002 Lone Working  
An alternative policy had been circulated at the suggestion of Cllr Anscombe. It was agreed to adopt the updated policy.

**It was agreed to accept the new policy for 2020-21.**

- f) EH Policy (A) 001 Alcohol and Drug Abuse  
Some grammatical errors were identified these would be corrected.

**It was unanimously agreed to correct the grammatical errors and accept the policy without substantial change for 2020-21**

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

8. **Late or Urgent Matters at the Chairman's Discretion**  
Employer Valuation Rate, Norfolk Pension Fund – The Town Clerk reported that the employer valuation rates had been set by the actuary at 23% 2020-21, 23.5% 2021-22, 24% 2022-23. It was proposed that the Town Clerk could sign the agreement letter.

**It was agreed the Town Clerk could sign the letter agreeing to pay the new employers contribution rates of 23% 2020-21, 23.5% 2021-22, 24% 2022-23.**

9. **To receive Notes from Staff meeting in December 2019 and January 21.**  
Cllrs noted the Staff team building events were budgeted at £500 per year to deliver an informal meeting of staff to aid teamworking. It was noted that this was in next years budget and agreed that this should continue.

**It was agreed that staff teambuilding events could continue within the budget of £500.**

10. **Timesheet analysis; including updates staff sick/absence records.**  
There were no issues raised by the Committee.

11. **Report on recent Disciplinary Hearings**  
The Town Clerk reported on recent disciplinary hearings. The committee were satisfied that appropriate action had been taken and the matter was now closed.

**It was agreed that appropriate action had been taken and the matter was now closed.**

12. **Recruitment of part time administration assistant**  
The Town Clerk answered in detail all of the issues raised by Cllrs regarding the recent internal review conducted prior to advertising the post. The report would remain on file as a confidential record. 159 applications had been received up to Friday lunchtime. The Mayor and Deputy Mayor would assist with short listing and the deputy Mayor would also interview candidates with the Town Clerk and Deputy Clerk on 11<sup>th</sup> February.

Initials: \_\_\_\_\_

13. **Report on the Staff/Contractor review with other Parishes and Towns.**

The Town Clerk reported that no more responses had been received, the HR committee would have to go with the information already received.

14. **Requests for Work Experience.**

Two students had recently requested administration work experience. It was noted that only one placement would be going ahead for a period of 2 weeks starting on 6<sup>th</sup> July.

15. **To receive other issues for forthcoming meetings and confirm the dates and time for the next meeting, the last of this Council:**

- Monday 6<sup>th</sup> April 2019 at midday – next HR & Governance meeting.
- Performance Assessment/appraisal presentation from Cllr Edwards.

Meeting closed at 1.40pm

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Chairman

Initials: \_\_\_\_\_