

Swaffham Town Council

Minutes of the **Human Resources & Governance Committee** held on **Monday, 9th December 2019** 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

Present: Cllr I Pilcher

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

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

Cllr K Sandle

2. **Declarations of Interest.**

None received.

3. **To appoint Chair and Vice Chair for 2019-20.**

It was proposed to appoint Cllr Bensley as Chair and Cllr Edwards as Vice Chair.

It was agreed to appoint Cllr Bensley as Chair and Cllr Edwards as Vice Chair.

4. **To agree the minutes of 7th October.**

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

5. **Health and Safety Update**

The Town Clerk reported that seven members of staff had attended the first aid course. A 'train the trainer' training course would be arranged for the Works Manager. Progress had been made with online training with most staff up-to-date. No actions had been identified by the Display Screen forms and the office administrator had almost completed the general risk assessment. Cllr Anscombe will meet with a Museum volunteer to resolve concerns regarding compliance with fire regulations and fire drills.

6. **GDPR and Record Retention.**

The Town Clerk reported that good progress had been made with the data audit and several boxes of confidential waste had been taken for destruction by the contractor. A log of remaining records and when they can be destroyed would now be put in place.

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

a) **EH Policy (E) 002 Employers Discretionary Pension Policy**

The Committee discussed the pension scheme.

It was unanimously agreed to accept the policy unchanged for 2019-20

b) **EH Policy (C) 007 Community Events and Unsocial Hours Policy**

It was recommended to change 80% to 95% on p2

It was unanimously agreed to change 80% to 95% for 2019-20

Initials: _____

- c) EH Policy (S) 007 Senior Management out of office procedure
It was recommended to add new staff members as part of the Policy review.

It was unanimously agreed to accept the Senior Management out of office procedure for 2019-20 with the addition of current staff members.

- d) EH Policy (T) 003 Time off in Lieu and Flexitime Policy
It was noted that this policy was often not met as there were times, particularly around events and meetings when more than 8 hours of toil could be accumulated. Due to the small team this time was not always redeemable before the end of the same month. It was proposed that staff could accumulate up to 3 days toil within a month and it could be scheduled to be taken with the agreement of the line manager.

It was agreed to amend the policy to state that staff could accumulate up to 3 days toil within a month and this could be taken at a time agreed with the line manager.

- e) EH Policy (E) 001 Equal Opportunities and Dignity at Work Policy
There were no changes

It was agreed to accept the policy without change for 2019-20.

- f) EH Policy (A) 002 Absence Management Policy and Procedure
No changes were recommended, the office closure times over Christmas were noted 20/12/19 – 02/01/20. It was also noted that the rates of casual absences remained low.

It was unanimously agreed to accept the policy for Absence Management Policy and Procedure for 2019-20.

The Town Clerk confirmed the Christmas office closure – there was no discussion.

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**
Cllr Pilcher had attended the early part of the meeting and was given the Chairman's discretion to remain. Cllrs discussed the issue of non-committee member Cllrs attending committee meetings.

It was agreed to recommend to Full Council that non committee member Cllrs be able to attend and observe the below the line section of the meeting. They would not be able to join in the debate.

9. **To receive Notes from Staff meeting in October and November 2019.**
There were no issues raised by the Committee.

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

11. **Report from the Norfolk Pension Fund Employers Forum**
The Town Clerk reported that the forum was attended in November, it was a useful training forum offered by the Norfolk Pension Fund and helped with understanding the scheme. These run a couple of times a year and it may be helpful to attend in the future if the agenda was appropriate.

12. Norfolk Pension Fund Employers Contribution Pension Strain

The Town Clerk reported that the pension strain for 2018-19 was £5,000 less than expected. This would be charged for after 1st April 2020.

13. Norfolk Pension Fund Employers Contributions for the next three years

The Committee noted that the rate would increase by 0.5% each year over the next three years.

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

The Town Clerk reported that only two more responses had been received. He would try one more time to get a response from the remaining 11 Councils before collating the results.

It was agreed that the Town Clerk and Deputy Clerk would meet and discuss the matter, before meeting with the member of staff to clarify issues raised. The HR Committee would then meet urgently to deal with the request.

15. Request from a member of the Administration Staff to reduce their working week i.e. to go part-time.

The Committee felt they needed more information on how changing the role would affect the Town Council business. A change in January would also be very short notice to accommodate. The Town Clerk and Deputy Clerk would meet and discuss the matter, and then meet with the member of staff to clarify some of the matters raised. The HR Committee would then meet urgently to deal with the request.

16. Request from two Administration Staff to work during the Christmas Holiday Period.

The Committee considered the request.

It was agreed, that as in previous years the offices would be closed for a Christmas break from 20th December to 2nd January 2020, therefore the request was refused.

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

- Monday 3rd February 2019 at 4pm – next HR & Governance meeting.
- Performance Assessment presentation from Cllr Edwards.

Meeting closed at 2.20pm

_____ Chairman

Initials: _____