

STC HR & GOVERNANCE COMMITTEE

AGENDA – 5th August 2019

1. Apologies and reasons for absence.
2. Declarations of Interest.
3. To appoint Chair and Vice Chair for 2019-20.
4. To receive and consider progress report on the Data Audit from the Town Clerk in line with the General Data Protection Regulations (GDPR) – which came into force from 25th May 2018, including extra responsibilities for the Personnel Committee.
5. **To receive and consider Health and Safety Action Plan Report
6. ** To receive and consider Fire Risk Assessment.
7. **To receive and consider annual review of HR Policies: -

a) EH Policy (G) 002 Gifts and Hospitality Policy
b) EH Policy (S) 004 Stress Policy (2 options)
c) EH Policy (S) 002 Sharps Policy
d) EH Policy (M) 004 Maternity Policy and Procedure
e) EH Policy (P) 001 Paternity Leave Policy and Procedure
f) EH Policy (I) 003 Information security Policy
g) EH Policy (D) 001 Disciplinary Policy and Procedure

Admission to Meetings Act Public Bodies) 1960:

CONFIDENTIAL BUSINESS following the exclusion of the Public and Press:

8. **To receive and agree Minutes of the meeting on 3rd June 2019
9. **To receive Notes from Staff meeting in June and July 2019.
10. To receive and consider late or urgent matters at the Chairman's discretion, not included elsewhere on the agenda (prior notice must be given).
11. **To receive Timesheet analysis to WC 29th July 2019; including updates staff sick/absence records.
12. **To receive and consider Staff Appraisals Report, with recommendations for action
13. To receive other issues for forthcoming meetings and confirm the dates and time for the next meeting, the last of this Council:
 - Monday 7th October 2019 at 4pm – next HR & Governance meeting.



Swaffham Town Council

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PLEASE REPLY TO: Richard Bishop, Town Clerk **E-mail:** townclerk@swaffhamtowncouncil.gov.uk

You are hereby summoned to a Personnel Committee meeting to be held on Monday 5th August 2019 at 12noon in the Council Chamber of the Town Hall.

(NOTE: In the case of non-members, this agenda is for information only.)

Richard Bishop
Town Clerk

Summons issued 31st July 2019