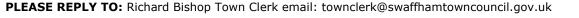
### **Swaffham Town Council**



Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ Telephone 01760 722922

www.swaffhamtowncouncil.gov.uk



# Swaffham Town Council HR & Governance Committee

You are hereby summoned to a virtual meeting of the HR & Governance Committee on Monday, 12<sup>th</sup> April 2021 at 12noon using the following link

https://us02web.zoom.us/j/87034533530?pwd=eFZCdzREaUhiSFIBYXRCNnBQMG5IZz09

Meeting ID: 870 3453 3530 Passcode: 230220

N.B. In case of non-members this agenda is for information only.

Robert Brand

Richard Bishop Town Clerk

For information the Committee members are as follows: -

Councillors: J Skinner, J. Anscombe, W Bensley, G Edwards, C Houghton

Summons issued 31st March 2021

#### **AGENDA**

#### 12noon (1 min)

To receive apologies for absence.

#### 12.01pm (1 min)

2. To receive declarations of interest for items included on the Agenda.

#### 12.02pm (1 min)

3. \*\* To receive and agree the Minutes: Monday, 4th March 2021.

#### 12.03pm (5 mins)

\*\*To receive and consider Health & Safety update – ES & ES Report.

#### 12.08pm (1 min)

5. To receive and consider any GDPR issues and Records Retention update.

#### 12.09pm (1 min)

To report on outstanding actions agreed at previous meetings (except below the line).

#### 12.10pm (25 mins)

- 7. \*\*To receive and consider annual review of HR Policies:
  - 7.1. EH (A) 001 Alcohol & Drug Abuse Policy.
  - 7.2. EH (A) 002 Absence Management Policy & Procedure.
  - 7.3. EH (C) 003 Complaints Procedure
  - 7.4. EH (C) 004 Confidentiality Policy & Publications Scheme
  - 7.5. EH (D) 001 Disciplinary Policy & Procedure.
  - 7.6. EH (D) 002 Data Protection GDPR Policy
  - 7.7. EH (F) 001 Flexible Working Policy
  - 7.8. EH (H) 001 Health & Safety Policy
  - 7.9. EH (H) 003 Hazardous Waste Policy.
  - 7.10. EH (S) 004 Stress Policy.
  - 7.11. EH (T) 003 Time Off in Lieu & Flexitime Policy

## 8. Admission to Meetings Act Public Bodies) 1960: CONFIDENTIAL BUSINESS following the exclusion of the Public & Press:

#### 12.35pm (3 mins)

8.1. To receive and consider late or urgent matters at the Chairman's discretion, not included elsewhere on the agenda (prior notice must be given)

#### 12.38pm (3 mins)

8.2. To receive issues arising from Notes of the staff meetings in February to April 2021.

#### 12.41pm (3 mins)

8.3. \*\* To receive and consider Timesheet Analysis, including updates on staff illness/absence records.

#### 12.44pm (45 mins)

- 8.4. To receive and consider on-going HR issues outlined by the Town Clerk: -
  - 8.4.1. \*\*Town Caretaker part-time vacancy.
  - 8.4.2. \*\*Projects, Events & Promotions Support Officer end of contract 30<sup>th</sup> June 2021.
  - 8.4.3. Phased return to Town Hall beyond Covid future requirements and impact on staff/councillors.
  - 8.4.4. Face-to-Face meetings after 24<sup>th</sup> May no virtual meetings beyond 7<sup>th</sup> May future arrangements and impact on staff/councillors.
  - 8.4.5. Succession Planning potential retirement issues and other staffing considerations.
  - 8.4.6. Staff/Contractor general discussion re-Swans Nest and other areas impacting on staff.
  - 8.4.7. Staff Team Building beyond Covid staff/councillor liaison.

#### 1.29pm (1 min)

8.5. To agree date for next meeting and items for a future agenda: Monday, 7<sup>th</sup> June 2021, 12noon

N.B. Approximate time guide for the meeting (Aiming for maximum of 1-hour 30 minutes duration)