



# Swaffham Town Council

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**PLEASE REPLY TO:** Richard Bishop Town Clerk email: [townclerk@swaffhamtowncouncil.gov.uk](mailto:townclerk@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=eFZCdzREaUhiSFIBYXRcNnBQMGM5IzZ09>

Meeting ID: 870 3453 3530 Passcode: 230220

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

*Richard Bishop*

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 31<sup>st</sup> March 2021

### **AGENDA**

12noon (1 min)

1. 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, 4<sup>th</sup> March 2021.

12.03pm (5 mins)

4. \*\*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)

6. 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)