

## **Swaffham Town Council**

Minutes of a meeting of the **Human Resources & Governance Committee** on Monday, 7<sup>th</sup> October 2019 at 12noon in the Council Chamber, Town Hall, Swaffham.

Present: -

**Chairman:** Cllr W. Bensley

**Councillors:** Mrs. J Skinner, K Sandle, C Houghton

**Town Clerk:** Mr. Richard Bishop

**1. To receive apologies for absence.**

Cllr Graham Edwards – unable to attend, unforeseen issues at the last minute.

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

None received.

**3. To receive and agree the Minutes: Monday 5<sup>th</sup> August 2019**

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

**4. To receive and consider Health & Safety update**

A report on Health & Safety was circulated from Cllr Judy Anscombe (see Appendix 1). The Committee were pleased to note that progress was being made on all issues raised. There was concern regarding a Fire Safety assessment in connection with the Museum (Swaffham Heritage), it was thought that this could be picked up at the Estates Committee, with the Museum representative invited to the meeting.

**It was agreed that the Fire Safety assessment would be taken up with the Museum representative at the next Estates Committee meeting.**

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

**5.1. EH Policy 2019 (C) 003 Complaints Procedure**

The complaints procedure is for all complaints to the Council and apply to all services provided by the Council. Sperate arrangements are made for complaints against Councillors.

**It was unanimously agreed to adopt the Complaints Procedure unchanged for 2019-20.**

**5.2. EH Policy 2019 (C) 004 Confidentiality Policy**

There were no changes put forward for the Confidentiality Policy.

**It was unanimously agreed to adopt the Confidentiality Policy unchanged for 2019-20.**

**5.3. EH Policy 2019 (G) 001 Grievance Policy and Procedure**

There were no changes put forward for the Grievance Policy & Procedure.

**It was unanimously agreed to adopt the Grievance Policy and Procedure unchanged for 2019-20.**

**5.4. EH Policy 2019 (H) 001 Health & Safety Policy**

The Health & Safety Policy was deemed to be adequate, with no changes necessary.

**It was unanimously agreed to adopt the Health & Safety Policy unchanged for 2019-20.**

**5.5. EH Policy 2019 (M) 002 Member and Officer Protocol**

There were some minor typing errors and one word inserted, that was clearly missing.

**It was unanimously agreed to adopt the Member and Offer Protocol subject to the minor changes made above.**

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- 5.6. EH Policy 2019 (S) 003 Smoking Policy  
No changes necessary.

**It was unanimously agreed to adopt the Smoking Policy unchanged for 2019-20.**

- 5.7. EH Policy 2019 Draft STC Staff Handbook

The Town Clerk reported that the Staff Handbook had been re-read by our HR Advisor Nikki Barnes and there were no issues of concern.

**It was unanimously agreed to adopt the Staff Handbook unchanged as policy for 2019-20**

- 5.8. EH Policy 2019 (P) 001 Paternity Leave \* deferred from last meeting

This Policy has been reviewed by HR Advisor Nikki Barnes, no recommended changes.

**It was unanimously agreed to adopt the Paternity Leave Policy unchanged for 2019-20.**

- 5.9. EH Policy 2019 (M) 004 Maternity Leave \* deferred from last meeting

This Policy has been reviewed by HR Advisor Nikki Barnes, no recommended changes.

**It was unanimously agreed to adopt the Maternity Leave Policy unchanged for 2019-20.**

6. **To receive and consider report on GDPR** – records retention schedule – on-going

The Town Clerk reported that he was happy with the progress made in the past month or so, a substantial amount of archived records had been found to be well past their statutory retention date (40+ boxes, bags and files cleared). All info was reviewed, and the waste was collected by Veolia on 1<sup>st</sup> October at a cost of £66. These records have now been removed for commercial shredding. The final part of the information audit will be a recommendation to the Committee in regard to a retention schedule, listing various dates for retention. It is hoped to complete this by the end of the calendar year, to enable consideration at the February HR Committee.

All remaining boxes in the Archive Room to be logged on to a spreadsheet – with destruction/retention dates etc.

**It was agreed for the Town Clerk to present recommendations for a retentions schedule in respect of dates for specific documents, for consideration at the February HR Committee meeting.**

7. **To receive and consider Draft Business Continuity Plan**

Office Administrator Hannah Duggan had circulated an early draft of a Business Continuity Plan. There were still a few gaps to fill, but it was thought that this was a very good start, in fact the document is more than 95% complete. There followed a brief discussion on the merits of the plan and where this could be found in the event of an emergency. It was suggested that perhaps a card could contain this information (credit card size), so this could be retained in a wallet or purse etc. It was also suggested that perhaps a QR code could be developed, so that a link could be contained on a mobile phone app.

**It was agreed for the Town Clerk to take away both ideas for a card and QR code and report back to a future meeting.**

**Admission to Meetings Act Public Bodies) 1960:**

**CONFIDENTIAL BUSINESS following the exclusion of the Public & Press:**

8. **To receive and consider late or urgent matters at the Chairman's discretion**, not included elsewhere on the agenda (prior notice must be given)  
Nothing to report.

9. **To receive Notes from the staff meetings in August and September 2019**

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The staff generally have one eye on the forthcoming Christmas Light Switch On event. They have been managing the process at the Town Hall for pigeon netting and repairs to a bulge in a wall facing the courtyard. Finishing off works to the Rec Toilets and other routine matters.

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

The Town Clerk reported on the planned sick leave absence of one member of the office staff for the past month, this is due to come to an end later this week, however contingency arrangements are in place should circumstances change and the period is extended.

The Town Clerk reported on the planned absence for Paternity Leave for one member of the outside staff. This is due to start later this month and conclude in mid-November. It amounts to two weeks Paternity Leave and two weeks Annual Leave. Again, there are contingency plans in place to manage the absent period should circumstances change.

The Town Clerk stated that he had a substantial amount of TOIL to take and a week is planned in late October to reduce this to a manageable level, before this builds up again because of the budget preparation. The plan then would be to take back some of this time over the Christmas period.

Other members of staff have booked some of their TOIL and again, this needs to be reduced to a manageable level, before the Christmas Light Switch On, when it is all hands to the pump. This is where the TOIL can build back up again. It is just a case of keeping on top of the staff, encouraging them to take back the time soon after the extra time has been worked. It is a question of balance, as the workload is dictated by the tasks set by the Town Council.

**11. To receive and consider early results from Salary and Contractor Survey.**

The Town Clerk presented an analysis of the results received to date. There are a number of Council's that have not yet filled in the form. It is hoped to be able to finalise the report for the December HR Committee meeting.

**12. To receive and consider report from the Town Clerk following completion of probationary review for one member of staff.**

The Town Clerk reported of a satisfactory probationary period completed by our youngest employee Mr. Bradley Sharp. It was also pleasing to report that Bradley had passed his driving test.

**It was unanimously agreed to confirm the appointment of Mr. Bradley Sharp as a permanent part-time member of staff, to confirm a pay scale of SCP 5 from 1<sup>st</sup> October 2019 to SCP 6 and confirm a full-time position from 1<sup>st</sup> April 2020, as agreed conditionally following the staff appraisal process earlier this year. All conditions are now met.**

**It was further agreed to write a short article of congratulations in the Swaffham Newsletter.**

**13. To continue discussion on possible Appraisal process improvements for 2020.**

This matter was raised by Cllr Graham Edwards, who was not present at the meeting.

**It was agreed to carry this matter forward to the next meeting, to enable Cllr Edwards to put a paper before the Committee for consideration.**

**14. To receive other issues for forthcoming meetings and confirm date and time for the next meeting: Monday 9<sup>th</sup> December 2019, 12noon**

Meeting closed at 1.35pm

\_\_\_\_\_ Chairman

Initials.....