



Swaffham Town Council

Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ

Telephone 01760 722922

www.swaffhamtowncouncil.gov.uk



PLEASE REPLY TO: Richard Bishop Town Clerk email: townclerk@swaffhamtowncouncil.gov.uk

Swaffham Town Council HR & Governance Committee

You are hereby summoned to a meeting of the **HR & Governance Committee** on **Monday, 7th October 2019** at **12noon** in the Council Chamber, Town Hall, Swaffham.

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


Richard Bishop
Town Clerk

For information the Committee members are as follows: -

Councillors: J Skinner, K Sandle, W Bensley, G Edwards, C Houghton

Grievance & Appeal panel: J Anscombe, B Holmes, L Scott

Summons issued 30th September 2019

AGENDA

1. To receive apologies for absence
2. To receive declarations of interest for items included on the Agenda
3. ** To receive and agree the Minutes: Monday 5th August 2019
4. ** To receive and consider Health & Safety update
5. **To receive and consider annual review of HR Policies:
 - 5.1. EH Policy 2019 (C) 003 Complaints Procedure
 - 5.2. EH Policy 2019 (C) 004 Confidentiality Policy
 - 5.3. EH Policy 2019 (G) 001 Grievance Policy and Procedure
 - 5.4. EH Policy 2019 (H) 001 Health & Safety Policy
 - 5.5. EH Policy 2019 (M) 002 Member and Officer Protocol
 - 5.6. EH Policy 2019 (S) 003 Smoking Policy
 - 5.7. EH Policy 2019 Draft STC Staff Handbook
 - 5.8. EH Policy 2019 (P) 001 Paternity Leave * deferred from last meeting
 - 5.9. EH Policy 2019 (M) 004 Maternity Leave * deferred from last meeting
6. **To receive and consider report on GDPR – records retention schedule – on-going
7. **To receive and consider Draft Business Continuity Plan

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)**
9. **** To receive Notes from the staff meetings in August and September 2019**
10. **** To receive and consider Timesheet Analysis, including updates on staff illness/absence records**
11. **** To receive and consider early results from Salary and Contractor Survey.**
12. **** To receive and consider report from the Town Clerk following competition of probationary review for one member of staff.**
13. **To continue discussion on possible Appraisal process improvements for 2020.**
14. **To receive other issues for forthcoming meetings and confirm date and time for the next meeting: Monday 9th December 2019, 12noon**