



# Swaffham Town Council

Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ  
Telephone 01760 722922  
[www.swaffhamtowncouncil.gov.uk](http://www.swaffhamtowncouncil.gov.uk)



**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 6<sup>th</sup> December 2021** at **12noon** in the Council Chamber of the Town Hall.

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, J. Anscombe, W Bensley, G Edwards, C Houghton

Summons issued 30<sup>th</sup> November 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:**

- 3.1. Monday 2<sup>nd</sup> August 2021
- 3.2. Monday 4<sup>th</sup> October 2021

12.03pm (1 min)

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

12.04pm (15 mins)

5. **\*\*To receive and consider annual review of HR Policies** (copies to follow)

- 5.1. C002 Community Engagement Policy
- 5.2. C006 Out of hours, unsocial hours policy
- 5.3. C007 Community Events and unsocial hours
- 5.4. F011 FEPP
- 5.5. FO11 FEPP – Cemetery
- 5.6. I002 Internet Policy

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

12.19pm (3 mins)

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

12.22pm (3 mins)

6.2. To receive issues arising from Notes of the staff meetings in June and July 2021.

12.25pm (3 mins)

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

12.30pm (45 mins)

6.4. **To receive and consider various staffing issues, that may be discussed at the same time: -**

6.4.1. **To receive and consider impending retirement from full time contract and further consideration of part-time employment.**

6.4.2. **To receive and consider review of job descriptions for potential Communications Officer and other possible changes (ACAS guidance on hybrid working), succession planning.**

6.4.3. **To receive and consider request for flexible working from one employee.**

6.4.4. **To receive and consider report on one member of staff completing their probationary period and subsequent recommendation following a review.**

1.15pm (1 min)

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

N.B. Approximate time guide for the meeting  
(Aiming for a maximum of 1-hour 16 minutes duration)