



Swaffham Town Council

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PLEASE REPLY TO: Richard Bishop Town Clerk email: 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 21st March 2022 at 4pm** 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. Anscombe, W Bensley, S Bell, G Edwards, C Houghton

Summons issued 16th March 2022

AGENDA

4.00pm (1 min)

1. To receive apologies for absence.

4.01pm (1 min)

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

4.02pm (1 min)

3. **** To receive and agree the Minutes:**

3.1. Monday 7th February 2022.

3.2. Thursday 10th February 2022 – emergency meeting.

4.03pm (1 min)

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

4.04pm (15 mins)

5. ****To receive and consider annual review of HR Policies** (outstanding from previous meetings)

5.1. EH (C)002 Out of hours, unsocial hours policy.

5.2. EH (C)007 Community Events and unsocial hours.

5.3. EH (F)011 FEPP

5.4. EH (F)011 FEPP – Cemetery.

5.5. EH (S)002 Sharps Policy – amended to incorporate in Health & Safety Policy

5.6. EH (I) 002 Internet Policy

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

CONFIDENTIAL BUSINESS following the exclusion of the Public & Press:

4.19pm (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)

4.22pm (3 mins)

6.2. To receive issues arising from Notes of the staff meetings in February & March 2022.

4.25pm (3 mins)

- 6.3. **To receive and consider Timesheet Analysis, including updates on staff illness/absence records and consideration of extending carry forward of annual leave and TOIL into 2022-23.**

4.28pm (7 mins)

- 6.4. **To receive and consider postponement of annual leave during March and April 2022 and increase in build up of TOIL of the Town Clerk; to discuss and agree a way forward during the short-term period April – June 2022 and medium-term July 2022 to July 2023.**

4.35pm (25 mins)

- 6.5. **To receive and consider various staffing issues, that may be discussed at the same time: -**
- 6.5.1. **To receive and consider progress report from Town Clerk on implementation of new Staffing Structure.**
 - 6.5.2. **To receive and consider report from Town Clerk on staff leaving the Council in March 2022 and temporary support/arrangements.**
 - 6.5.3. **To receive and consider report from the Mayor, Deputy Mayor, and Town Clerk in regard to confirmation of the appointment of a Deputy Town Clerk and an Office Administrator and starting dates.**
 - 6.5.4. **To receive and consider deferred item from Full Council on 9th March i.e. estimate for a contract for emptying of litter bins at Swans Nest and estimated comparison of in-house costs incurred.**
 - 6.5.5. **To receive and consider recommendations from the Town Clerk/Works Manager regarding recruitment of a replacement Cleaner Caretaker.**

5.00pm (5 mins)

- 6.6. **To receive outcome of investigations into formal complaint from Cllr Colin Houghton.**

5.05pm (10 mins)

- 6.7. **To receive and consider reasons behind increased cost of HR consultant in the financial year 2020-21 – report from the Chairman and the Mayor.**

5.15pm (1 min)

- 6.8. **To agree date for next meeting and items for a future agenda:** Wednesday, 6th June 2022, 12noon.
- 6.8.1. For June agenda - **Review of recruitment procedure** – job descriptions, advertising vacancies, short-listing, interviewing and appointment.

**N.B. Approximate time guide for the meeting
(Aiming for approximately a 75-minute duration)**