



# 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 7<sup>th</sup> June 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 28<sup>th</sup> May 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 (5 mins)

3. To receive and consider the appointment of Chair and Vice Chair for 2021-22.

12.07pm (1 min)

4. \*\* To receive and agree the Minutes: Monday 12<sup>th</sup> April 2021

12.08pm (3 mins)

5. To receive and consider Health & Safety update

12.11pm (1 min)

6. To receive and consider any GDPR issues and Records Retention update.

12.12pm (1 min)

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

12.13pm (5 mins)

8. \*\*To receive and consider annual review of HR Policies revised timetable.

9. Admission to Meetings Act Public Bodies) 1960:

CONFIDENTIAL BUSINESS following the exclusion of the Public & Press:

12.18pm (3 mins)

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

12.21pm (3 mins)

9.2. To receive issues arising from Notes of the staff meetings in April and May 2021.

12.24pm (3 mins)

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

12.27pm (20 mins)

9.4. **To receive and consider review of job descriptions for potential Communications Officer and other possible changes, succession planning.**

12.47pm (5 mins)

9.5. **To receive and consider attendance of National Conference in October 2021 and practitioners Conference in February 2022.**

12.52pm (10 mins)

9.6. **To receive and consider Report on Pension scheme offered to staff under the Auto-enrolment threshold of £10,000 per annum and future review of Pension Policy.**

1.02pm (5 mins)

9.7. **To receive and consider Staff Teambuilding for July and December 2021.**

1.07pm (1 min)

9.8. **To agree date for next meeting and items for a future agenda: Monday, 2<sup>nd</sup> August 2021, 12noon**

N.B. Approximate time guide for the meeting  
(Aiming for a maximum of 1-hour 30 minutes duration)