



# 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 meeting of the **HR & Governance Committee** on **Monday, 3<sup>rd</sup> February 2020** at **12 noon** in the Council Chamber, Town Hall, Swaffham.

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

*Richard Bishop*

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 29<sup>th</sup> January 2020

### 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 9<sup>th</sup> and Tuesday 17<sup>th</sup> December 2019
4. **To report on outstanding actions agreed at previous meetings**
5. **To receive and consider Health & Safety update**
6. **To receive and consider any GDPR issues and Records Retention update**
7. **\*\*To receive and consider annual review of HR Policies:**
  - 7.1. EH Policy (S) 009 Staff Travel & Expenses
  - 7.2. EH Policy (W) 001 Whistleblowing
  - 7.3. EH Policy (F) 001 Flexible Working
  - 7.4. EH Policy (A) 004 Anti Bribery
  - 7.5. EH Policy (L) 002 Lone Working
  - 7.6. EH Policy (A) 001 Alcohol and Drug Abuse
- 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 December & January 2020**
10. **\*\* To receive and consider Timesheet Analysis, including updates on staff illness/absence records**
11. **\*\* To receive and consider report from the Town Clerk regarding recent Disciplinary Hearings**

12. **\*\* To receive and consider report from Town Clerk on recruitment of part-time Admin Assistant, short-listing and interviews planned for 11<sup>th</sup> February.**
13. **\*\* To receive and consider update on the Staff/Contractor review with other Parishes and Towns.**
14. **\*\* To receive and consider report of Work Experience student coming in for two-weeks in July and one abandoned request.**
15. **To receive and consider late or urgent matters at the Chairman's discretion, *not included elsewhere on the agenda (prior notice must be given)***
16. **To agree date for next meeting and items for a future agenda: Monday, 6<sup>th</sup> April 2020**