

Swaffham Town Council

Minutes of Ordinary HR & Governance meeting held on Tuesday 1 September 2026 at 12 noon held in the Town Hall

Councillors: W Bensley (Chair), P Darby, G Eves, J Mander, J Skinner
 Town Clerk: H Carrier
 Deputy Town Clerk: L Jarrett
 CHRGS HR Advisor: J Corrigan

- HR16/26 To receive apologies for absence**
 None.
- HR17/26 To receive declarations of interest for items included on the agenda**
 None.
- HR18/26 To receive and agree the minutes of the last HR meeting held on 2 June 2026**
 The minutes of the meeting held on 2 June 2026 were agreed and signed by the Chairman as an accurate record.
- HR19/26 To resolve to exclude the press and public from the meeting pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, as applied by Section 100 of the Local Government Act 1972, as matters under discussion are confidential and related to staffing matters.**
 No public present.
- HR20/26 To report on outstanding actions (not included on the agenda)**
 None.
- HR21/26 Review of staffing and future needs**
 A review of future staffing requirements took place.
RESOLVED: It was resolved for costings to be prepared and presented to Full Council for an additional works team member and an Events Officer.
- HR22/26 To receive update on staff and councillor training completed since last meeting**
 Chairmanship training was completed by two councillors and induction training completed by one councillor. Two members of the outside team completed their PA1 and PA6 Pesticide training with their test being completed this month.
- HR23/26 To receive and consider issues arising from staff meetings held on 10 June, 8 July and 12 August**
 The minutes of staff meetings were circulated prior to the meeting.
ACTION: To arrange a councillor/staff lunch.
- HR24/26 To receive and consider Timesheet analysis, including updates on staff illness/absence, annual leave and TOIL since last HR meeting**
RESOLVED: It was resolved to offer staff overtime pay instead of TOIL due to the amount of hours accrued over the bank holiday weekend.
- HR25/26 To consider the implications of the 2026–2027 holiday year containing ten Bank Holidays, rather than the usual eight, and to agree any action required to manage staff annual leave entitlements and associated employment risks.**
 The information was noted. Staff will be required to sign a statement as recognition of the additional bank holidays for the year 2026-2027.
- HR26/26 To consider update from CHRGS on Employment Law changes**
 The information was noted.

Initials.....

HR27/26

To discuss and consider advice received from CHRGS

CHRGS advisor joined the meeting. Advice regarding Union correspondence was noted.

RESOLVED: It was agreed for Chair of HR Committee to respond to the Union correspondence refuting all allegations and withdrawing the offer of reinstatement. The matter will now be placed in the hands of the Council's appointed Employment Law solicitor. Deputy Clerk to update the Town Council's insurers.

Members noted and agreed with the advice provided by the Town Council's Health & Safety Adviser that the employee should not use Town Council machinery until further investigations are carried out regarding the use of ear devices.

RESOLVED: It was agreed to carry out further investigation.

HR28/26

To received update NCJ Pay Scales for 2026-2027

The information was noted and will be sent to the payroll provider for processing.

The meeting closed 1.10pm

Date _____

Chairman _____