

**Minutes of the meeting of Watton Town Council HR Committee held on  
November 22nd 2017 at 2.00pm in the Council Office**

1. Apologies for absence.  
Stan Hebborn
2. Resolution passed to exclude the public and press to consider the following staffing matters.
3. No Declarations of Interest made
4. Notes from the meeting held on 18.10.17 were accepted.  
Consideration will be given to staff undertaking the well-being questionnaire found on the .gov website and further information and possible cost to join the Norfolk County Council Staff Support Line service will be investigated.
5. Future Staffing Structure  
Current staffing structure:  
Town Clerk 37hrs  
Deputy Town Clerk 30hrs  
Town Operative 23hrs  
Market Supervisor 4hrs  
Cleaners x2 12hrs and 10hrs

The HR Com has considered the future staffing needs of the Town Council and recommends that a new administration post be established. An "Office Support Clerk" is needed for 15hrs per week to undertake reception/administration tasks to allow the Clerk and Deputy Clerk to give time to other duties. A job description for the Support Clerk role will be compiled to be presented to Full Council but it is suggested that the position should be paid at point 16 on the NJC pay scale and the new staffing structure should be in place by January 1st 2018. The position will be ring fenced to allow a current member of staff to move into this role if cleaning hours are cut as a result of the Museum4Watton undertaking cleaning of the areas of Wayland Hall now being used.

The HR Committee also recommends that Time in Lieu (TIL) should be restricted with no member of staff permitted to work more than 12 extra hours in any month and that any TIL should be taken before the end of the next consecutive month in which it was accrued. Any deviation from this should be agreed by the Chairman of the HR Com.



6. Job Evaluation

By using information from the National Association of Local Councils the HR Com. has put forward the recommended remuneration for the new staffing structure:

National Joint Council Pay scale

Town Clerk between pts 48 and 51 (starting at 48)

Deputy Town Clerk pts 30-34 (starting at 30)

Office Support Staff pt. 16

Town Operative pt. 16

Market Supervisor pt. 16

Cleaning staff as agreed 14.11.17 £8.15 per hour

All to be implemented from January 1<sup>st</sup> 2018.

7. No other staffing matters raised.

8. It was agreed Peter Bishop and the Clerk would compile a job description for the new proposed position of Office Support Clerk and that a draft would be shared and agreed by members of the HR Group prior to presentation to the Full Council in January.



Minutes of the meeting of Watton Town Council HR Committee held on November 3rd at 11.00am in the Council Office

Present: Peter Bishop, Maureen Roy, Margaret Holmes

1. Apologies for absence received from Stan Hebborn.
2. Resolution passed to exclude the public to consider staffing matters
3. No Declarations of Interest made.
4. Notes from the meeting held on 18.10.17 were accepted.
5. Well Being programme and absence from work procedures The cost of being part of a staff Well Being Programme will be investigated. A draft Absence Procedure was presented and will be recommended for adoption once minor suggested amendments have been made.
6. Position of Deputy Clerk In light of further discussions with staff the HR Committee is to recommend that the Council undertakes a full review of the future staffing structure including, commensurate remuneration, for Watton Town Council. In the first instance this review will be conducted by the HR Com with any other appropriate Councillors.  
  
A suggestion will be made that the Deputy Clerk position be offered, with terms as set in the original draft, on a temporary basis whilst the staffing review be undertaken.  
  
It was noted past redundant paperwork should be identified and a contractor engaged to ensure all such papers be shredded.
7. Staffing matters The Town Operative will be provided with appropriate work wear/PPE embellished with the town logo.
8. Date of next meeting: Tuesday 22nd November 2.00pm





# Watton Town Council

Notes of the meeting of Watton Town Council HR Committee Group held on October 18<sup>th</sup> 2017 at 2:00pm in the Council offices

Notes by Michelle Craigie – Administration Assistant

Present: - Peter Bishop, Margaret Holmes, Maureen Roy and Stan Hebborn

1. No apologies for absence received.
2. Margaret Holmes proposed and all agreed to exclude the public and press due to personal staffing matters under discussion.
3. No Declarations of Interest made.
4. Minutes from previous meeting held on October 4<sup>th</sup> 2107 were agreed.  
The minimum wage was amended on the previous minutes from £7.50 to £7.05.

All other members present were informed that the new Town Operative will start work on October 30<sup>th</sup> 2017

5. To consider the draft job description of Deputy Town Clerk
  - Councillors were presented with the draft copy of the Deputy Clerk job description.
  - It was stated that the job description is not based on a 30 hour week – any request to either increase or reduce working hours can be requested in writing and considered.
  - Item 9 - "To take on any other duties commensurate with the grade as directed by the Clerk" on the job description will cover any other jobs that arises that won't necessarily be specified on the job description.
  - The intention of creating a post for a Deputy Town Clerk is to not just cover the Town Clerk in sickness absence or holiday it's also to assist the role of the Clerk in carrying out the duties and decrease the work load of the Clerk.
  - **It was agreed that the Deputy Clerk carry out in consultation with the Clerk any agendas and reports for meetings.**
  - **It was agreed that the draft job description will be presented to the Full Council at the meeting on October 24<sup>th</sup> for approval.**
  - Peter to put forward something formal to the committee that the post of Deputy Clerk is created and that the post and pay is back dated to November 11<sup>th</sup> when staff absence occurred.

6. To review cleaners pay

- **It was agreed that both cleaners get a wage increase of 30p per hour which would equate to approximately an extra £300 more per year and with the provision of a pay review next year.**
- Peter Bishop to look at and review **Sue Abrahams** contract for the cleaning at the Youth and Community Centre.
- It was suggested to take to council that **Jane Lambert** gets paid for her accumulated hours helping out in the office and that her overtime hours would be paid at the same rate as the new Town Operative of £9.054 per hour.

7. To discuss a sickness absence policy.

Members were presented with a sickness absence policy that was adopted by Watton Town Council in February 2017.

8. To set date and agenda for next meeting

Date to be confirmed but suggestions were Wednesday 22<sup>nd</sup> November at 10am or Wednesday 29<sup>th</sup> November at 10am.

A handwritten signature in black ink, appearing to be 'P. Bishop', is located on the right side of the page.

**Minutes of the meeting of Watton Town Council HR Committee to be held on  
October 4th 2017 at in the Council Office**

1. No Apologies for absence received.
2. Resolution passed to exclude the public and press to consider the following staffing matters.
3. No Declarations of Interest made.
4. Notes from previous meeting held on 16.08.17 agreed.
5. Job description of Administration Assistant  
The job description for the Administration Assistant no longer reflects the work undertaken and in light of the Admin. Assistant obtaining the Certificate in Local Council Administration the position is being reviewed. Consideration is being given to introducing a Deputy Clerk position at Watton Town Council. Job descriptions for Deputy Clerks will be researched and the Clerk and Admin. Assistant will look at what tasks can perhaps be delegated down from the Clerk and from the Admin. Assistant to another. This matter will be considered again at the next meeting.
6. Review of cleaners pay  
The Town Council currently pays the cleaners £7.85 per hour. It has been agreed that all Watton Town Council staff should be paid at least the living wage but consideration needs to be given to paying the **real** living wage.
7. A timetable of work duties for the Town Operative was presented and accepted as a draft to work to.
8. Dates for future staff performance management will be set in line with previous schedule of dates.
9. Date of next meeting October 18<sup>th</sup> 2017 at 2.00pm.

Minimum Wage (25 and over)	7.50
Living wage	7.50
Real living Wage	8.45



**Minutes of the meeting of Watton Town Council HR Committee held on August 16th at 2.00pm in the Council Office**

**Present:** Peter Bishop, Maureen Roy, Tina Kiddell, Officers Jane Scarrott and Michelle Craigie

- 1. Resolution passed to exclude the public to consider the following staffing matters:**
2. Apologies for absence received from Margaret Holmes and Stan Hebborn.
3. No Declarations of Interest made.
4. Notes from the meeting held on 02.08.17 were accepted.
5. Town Operative vacancy
  - 5.1 Amendments to job specification – no changes recommended.
  - 5.2 Salary for town Operative: agree that post should be advertised at NJC rates, between points 16 and 18.
6. Advert for Town Operative position  
Amendment considered and agreed for advert for Town Operative/Market Supervisor position.  
Job share will be advertised as a possibility.  
Will be advertised as widely in the local area as possible.
7. Date of next meetings:  
Thursday September 7<sup>th</sup> 10.00am to meet to short list candidates for vacant position

Interviews to take place for Town Operative position on Monday September 18<sup>th</sup> from 2.00pm.

Wednesday October 4th 2017 at 10.00am.

Provisional agenda:

1. Review job description of Administration Assistant
2. Review salary of Admin. Assistant post
3. Review position of Town Operative
4. To arrange future dates for staff performance management
5. Review cleaners pay





**Minutes of the meeting of Watton Town Council HR Committee held on August 2nd at 2.00pm in the Council Office**

**Present:** Peter Bishop, Margaret Holmes, Maureen Roy, Stan Hebborn

- **Resolution passed to exclude the public to consider the following staffing matters:**
- No apologies for absence received.
- No Declarations of Interest made.
- The HR Committee meeting had been called to consider the hours for the Town Operative but the Town operative left the position on 31.07.17. The Committee thus considered how to cover the vacancy both short term and long term.

Position has been for a total of 23 hours per week. Temporary cover could be for less.

Options were considered for the short term to ensure that the play areas are managed and that the weekly market is supervised so that the Council's Duty of Care is met.

Options considered:

- Could the position be split with playground checks and litter picking being undertaken by one person or company and the market supervision by another?
- Should former employee **Keith Bell** be invited to undertake the market supervision on either a very short seasonal part time contract or as suggested be asked to undertake the work on a self-employed basis? *(Update: The TC insurers cannot provide public liability cover for the self-employed but would cover a volunteer. Keith is investigating insurance cover for himself and would possibly be willing to undertake other work also).*
- Neighbouring Town Councils will be approached to see if they might have anyone they would be willing to contract to Watton TC. *(Update: Dereham TC has its own staffing shortages at present and use HAYS Agency, Thetford TC employees are fully engaged, Attleborough has just gone through recruitment of a new 'caretaker' so not too keen to share him out yet and I am yet to hear back from Swaffham*
- TTSR has quoted to undertake some basic cover.

Recommended easiest options – decision needed by the Full Council:

1. Agency worker or **Keith Bell** to cover the basics of Market Supervision and/or playground inspection for a set number of hours per week.
2. TTSR to cover playgrounds with agency worker **Keith Bell** employed on Wednesdays only (no need for van).

Another meeting will be needed to consider long term options for the vacancy.





**Minutes of the meeting of Watton Town Council HR Committee held on April  
20th 2017 at 2.00pm in the Council Office**

**Present:** Peter Bishop, Beryl Bunning, Margaret Holmes, Maureen Roy

- 1. Resolution passed to exclude the public to consider the following staffing matters:**
2. No apologies for absence received.
3. No Declarations of Interest made.
4. Notes from the previous meeting were accepted.
5. A report relating to the Clerk's Appraisal held on 12.04.17 and the targets set were accepted by the Committee and a copy of the statement presented will be passed to the Full Council (attached).
6. A draft Lone Worker Policy was presented and discussed. The Policy was accepted by the Committee with job positions to be allocated to the appropriate category. Policy to be adopted by the Full Council.
7. The job description for the Town Handyman position was considered and amendments will take place before any candidates are interviewed so a revised description can be presented. Shortlisting of candidates will take place at the next meeting.
8. Shortlisting for Town Handyman position: Wednesday May 3<sup>rd</sup> 2017

