

Minutes of the meeting of Watton Town Council HR Committee held on August 20th at 3.00pm in the Council Office

1. No apologies for absence received. Present: P Bishop, M Holmes and P Warwick.
2. No Declarations of Interest made
3. Resolution passed to exclude the public and press to consider staffing matters
4. Minutes from the meeting held on July 18th 2018 accepted and signed by the Chairman
5. Staffing Matters
 - Upcoming staff holiday dates noted. It was agreed Keith Bell will be written to requesting that, if necessary, he could be called upon during the Town Operatives two weeks holiday.
6. To consider draft Employee Handbook

A draft Employee Handbook based on that issued by Swaffham Town Council was presented to the HR Committee at the previous meeting. Councillors have reviewed the draft policy issued and suggested amendments and additions will be incorporated into a second draft to be considered at the next HR Committee meeting on October 2nd
7. Next meeting set for October 2nd 2018 at 3.00pm - one agenda item to be the Employee Handbook. Meeting set for November 8th @ 3.00pm to undertake the Clerk's Appraisal.

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

**Minutes of the meeting of Watton Town Council HR Committee held on July
18th 2018 at 3.00pm in the Council Office**

1. No apologies for absence received. Present: P Bishop, M Holmes and P Warwick.
2. No Declarations of Interest made
3. Resolution passed to exclude the public and press to consider staffing matters
4. Minutes from the meeting held on May 24th accepted and signed by the Chairman
5. Grievance & Discipline Policies
The Grievance Policy was reviewed with the decision made that the Policy needs no amendment.
The Discipline Policy was reviewed with the decision made that the Policy needs no amendment
6. Staffing Matters
 - It was agreed that if staff are attending Council functions not within normal working hours they will be entitled to take time in lieu. This will be clarified within the Employee Handbook.
 - A request has been made that the public toilets be opened earlier than at present on a Wednesday morning for the benefit of market traders. Consideration will be given to the contractor unlocking the toilets at 6.30am on a Wednesday or possibly the Market Supervisor will be employed to do this but future consideration is needed.
7. To consider draft Employee Handbook
A draft Employee Handbook based on that issued by Swaffham Town Council was presented to the HR Committee.
Issues to consider:
 - To clarify holiday entitlement
 - Maternity/Paternity pay and time for dependants
 - Flexible working
 - Use of internet
 - Ensure policies match the information in the handbook
 - To include dates of payment
 - Expenses policy re. staff may need review
8. Next meeting set for August 20th at 2pm - one agenda item to be the Employee Handbook.



Minutes of the meeting of WATTON TOWN COUNCIL HR Committee held on
May 24th 2018 at
Wayland Hall, Middle Street, Watton, Norfolk IP25 6AG

Councillors Present: Peter Bishop – Chairman of the Committee, Margaret Holmes and Pat Warwick
Officer Present: Jane Scarrott Town Clerk

1. APOLOGIES

No apologies received.

2. RESOLUTION PASSED TO EXCLUDE THE PUBLIC AND PRESS

Staffing matters to be discussed.

3. NO DECLARATIONS OF INTEREST MADE

4. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 18.04.18 were accepted as a true record.

5. UPDATED PAY SCALES

The National Joint Council has reached agreement on the pay scales for 2018-19 and it is recommended that under the terms of the NALC model contract the updated pay scales are applied from April 1st 2018.

The following yearly increases were noted:

Clerk (pt. 48) increase of £1283

Deputy Clerk (pt. 30) increase of £507 on pro rata payment

Staff paid at pt. 16 will see an increase equivalent to £0.467 an hour

It is suggested cleaning staff should receive an increase at the same percentage level as those paid on pt. 16.

At the Town Council meeting on 12.06.18 the Town Council will be asked to formally resolve to implement the increases backdated to April 1st 2018.

6. ATTENDANCE AT SOCIETY OF LOCAL COUNCILS CLERKS CONFERENCE (SLCC)

It was agreed at the Town Council meeting held on 08.05.18 that 4 Councillors and the Clerk would attend the SLCC Conference to be held in Norwich on 15.06.18.

7. POLICY FOR USE OF VAN TRACKER

The CCTV and Vehicle Tracking Policy was accepted to be presented to the Full Council once slight suggested amendments have been made.

8. JOINT PROJECT, EVENTS & PROMOTIONS SUPPORT OFFICER POSITION

It was noted that 55 applications for the Project, Events & Promotions Officer post have been received and that shortlisting is taking place.

8. DATE OF NEXT HR MEETING:

July 4th 2018 – 3.00pm

Agenda to include review of Grievance & Discipline Policies.

The Health & Safety Policy is also due for review and will thus be a future agenda item



Minutes of the meeting of WATTON TOWN COUNCIL HR Committee held on
April 18th 2018 at
Wayland Hall, Middle Street, Watton, Norfolk IP25 6AG

Councillors Present: Peter Bishop – Chairman of the Committee, Margaret Holmes and Pat Warwick

Officer Present: Jane Scarrott Town Clerk

Also present Richard Bishop Clerk of Swaffham Town Council

1. APOLOGIES

No apologies received.

2. RESOLUTION PASSED TO EXCLUDE THE PUBLIC AND PRESS

Staffing matters to be discussed.

3. NO DECLARATIONS OF INTEREST MADE

4. MINUTES OF PREVIOUS MEETING

4.1 The minutes of the meeting held on 20.02.18 were accepted as a true record.

4.2 Update on matters from the previous meeting:

- The Clerk's annual appraisal is to be held on May 16th 2018.
The timing of staff appraisals has been amended this year to align with setting the Town Council budget.

5. LONE WORKER POLICY

The current Town Council Lone Worker Policy was reviewed with no amendments suggested.

6. POLICY FOR MANAGEMENT OF VAN TRACKER SYSTEM

Examples of policy for the use of the van tracker system will be forwarded to members of the HR Committee.

7. NORFOLK COUNTY COUNCIL (NCC) SUPPORT LINE SERVICE

The HR Committee will recommend to the Finance Committee that the Council join the Norfolk Support Line at an approximate cost of £10 per employee per year.

8. JOINT PROJECT OFFICER

Richard Bishop, Clerk to Swaffham Town Council, was present at the meeting to update on the proposal to employ a Joint Project Officer to work in Swaffham & Watton.

The HR Committee recommendation:

To proceed with recruitment of Watton & Swaffham Joint Proposal Project, Events & Promotions Support Officer as presented and agree to sign off the service level agreement once detail has been finalised.

DATE OF NEXT HR MEETING:

Monday May 21st 2018 – 2.00pm

Agenda to include new pay scales and Tracker Policy



Minutes of the meeting of WATTON TOWN COUNCIL HR Committee held on

Tuesday February 20th 2018 at

Wayland Hall, Middle Street, Watton, Norfolk IP25 6AG

Councillors Present: Peter Bishop – Chairman of the Committee, Margaret Holmes and Maureen Roy

Officers Present: Jane Scarrott Town Clerk

1. APOLOGIES

No apologies received.

2. NO DECLARATIONS OF INTEREST MADE

3. RESOLUTION PASSED TO EXCLUDE THE PUBLIC AND PRESS

Staffing matters to be discussed.

4. MINUTES OF PREVIOUS MEETING

4.1 The minutes of the meeting held on 22.11.17 were accepted as a true record.

4.2 Update on matters from the previous meeting:

- No further information has been obtained regarding the Council possibly joining the Norfolk County Council Support Line Service and this will be followed up before the next HR meeting.

5. PROPOSAL FOR JOINT PROJECT OFFICER POSITION

A proposal has been suggested for a Projects, Events and Promotions Support Officer to be possibly shared with Swaffham Town Council.

It was felt that in principal such a position would be a good idea, particularly if a professional were to be engaged to run events for the Town Council. However, more discussion is needed regarding how a shared position could be successfully achieved. The HR Committee recommend that the Town Council should not at present employ another member of staff and to share employment with another body would raise too many employment issues. However consideration could be given to a Service Level Agreement with either another local authority body or possibly a private events management company. Further investigation regarding the possibilities will be undertaken and more consideration will be given to what would be expected from any such position.

6. POLICY FOR MANAGEMENT OF VAN TRACKER SYSTEM

The Town Operative is a lone worker and the town van is tracked as part of monitoring his whereabouts for safety purposes. However as much can be tracked, more than just position of the van, a policy is needed to document the procedure for monitoring the system and how the information obtained is used.

If possible a manual for the tracking system will be obtained and Maureen Roy has offered to assist with compiling a policy once functions of the system are fully understood.



A copy of the current lone worker policy will be sent out to members of the HR Group for review to ensure any new policies fit in to the Lone Worker Policy and the HR Group will also consider review of the Complaints Procedure at a future meeting.

7. 2018 STAFF APPRAISALS

As a result of recent staff restructuring and the employment of new members of staff probationary meetings will be conducted with staff during April 2018 with an appraisal for the Clerk to be undertaken on May 16th at 10.00am.

Annual Appraisals will then be set for October 2018.

Training for the Clerk and Deputy Clerk to undertake appraisals will be investigated.

8. DATE OF NEXT HR MEETING:

April 11th 2018 – 2.00pm

Agenda to include consideration of NCC Support Line Service and Lone Worker and Tracker Policies.

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