

**Minutes of the meeting of Watton Town Council HR Committee held on
February 25th 2019 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 past meetings were accepted and signed by the Chairman and will be published on the Town Council website. Staff names will be redacted from published minutes.
5. Communications and Social Media Policies
The Communications Policy is due for review and it was felt this should be looked at in conjunction with the Social Media Policy.
It will be recommended to Full Council that the Communications Policy should be accepted as it stands but with the addition that Councillors will be asked at the start of each Council year whether they wish to receive a hard copy of agendas and minutes, as well as an electronic copy.


Order 15bi. within Watton Town Council Standing Orders will have the following inserted within the brackets, before the word "provided": "with the Clerk to confirm the preferred method of receipt at the beginning of each Council year and".

It was also recommended that all Councillors should be reminded of point 3 of the Communications Policy which states any personal press releases should contain the statement "this is a personal statement and is not the view of the Town Council".

With minor amendments the Social Media Policy will be recommended to Full Council to continue as adopted.

Members of the HR Committee were presented with a copy of the Breckland District Council policy relating to dealing with persistent complaints and vexatious correspondence. Consideration will be given to compiling a similar document with a clearer Complaints Policy also to be written.

Cllr Bishop and the Clerk will compose and present a procedure for dealing with the receipt of malicious correspondence/complaints which will be circulated to members of the Committee for discussion.


11/04/19

6. Employee Handbook

Draft Employee handbook will be amended to reflect conditions of service in the National Joint Council "Green Book". HR Committee members will review the draft before presentation to Full Council.

It will be recommended to Full Council that should any member of staff request time off for special constabulary, or Territorial Army training, paid leave would be granted.

At its next meeting the HR Committee will consider moving all staff to "Green Book" terms.

7. Review of Health & Safety Policy

Copies of the H & S Policy will be issued to members of the HR Committee for review at the next HR Com. meeting.

8. Staff Training

The Clerk will book a one day IT training course at a cost of £175 and if the course provider is deemed appropriate the Deputy Clerk and Office Support Clerk will be offered attendance at similar courses to meet individual need.

9. Staff Holiday Dates and Staff Cover

Forthcoming staff holiday dates were noted and it was felt that staff should avoid taking the same time off.

10. Next meeting set for April 11th at 10.30am.

Recommendations to Full Council:

1. that the Communications Policy should be accepted as it stands but with the addition that Councillors will be asked, at the start of each Council year, whether they wish to receive a hard copy of agendas and minutes, as well as an electronic copy. This will also be confirmed in Standing Orders.
2. that all Councillors should be reminded of point 3 of the Communications Policy which states any personal press releases should contain the statement "this is a personal statement and is not the view of the Town Council".
3. to accept the Social Media Policy as presented.
4. that should any member of staff request time off for special constabulary, or Territorial Army training, paid leave would be granted.



11/04/19