

Minutes of the meeting of WATTON TOWN COUNCIL HR Committee held on  
April 11<sup>th</sup> 2019 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 25.02.19 were signed and agreed for publication.

**5. COMPLAINTS AND VEXATIOUS CORRESPONDENCE POLICY**

The draft policy and procedure for dealing with persistent complaints and vexatious correspondence was presented. Members of the Committee will review the draft and a meeting will be held to confirm acceptance of the draft prior to submission to the Full Council.

**6. GREEN BOOK**

It was agreed to recommend to Full Council that all staff should be placed on the National Joint Council "Green Book" terms and conditions of employment

**7. STAFF LEAVE**

It was noted that staff leave for TA or Special Constabulary duties is covered within the terms of the Green Book and is therefore no further decision regarding this is needed.

**8. DRAFT EMPLOYMENT HANDBOOK**


The draft Employee Handbook was accepted as presented and will be passed to Full Council for ratification on 23.04.19.

**9. HEALTH & SAFETY POLICY**

The Health & Safety Policy was reviewed with no amendments felt necessary. Full Council will be asked to ratify on 23.04.19 with the suggestion that review be undertaken every 2 years.

**10. MEETING DATES**

It was agreed that members of the HR Committee would meet on **April 29<sup>th</sup> 2019 at 10.30am** to finalise the draft of the Complaints and Vexatious Correspondence Policy prior to submission to Full Council for adoption.

  
31/07/19