

Minutes of the meeting of WATTON TOWN COUNCIL HR Committee held on
July 31st 2019 at
Wayland Hall, Middle Street, Watton, Norfolk IP25 6AG

Councillors Present: Peter Bishop – Chairman of the Committee, Beryl Bunning, Jane Fountain and Stan Hebborn

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 11.04.19 and 01.05.19 were signed and agreed for publication.

Noted that the Complaints Policy which includes dealing with vexatious correspondence has been agreed by the Full Council and is to be followed when dealing with any such correspondence is received.

5. SICKNESS AND ABSENCE POLICY

The Sickness and Absence Policy was reviewed and, with amendment of dates only, will be passed to Full Council for ratification. Next review will be scheduled for 2021.

6. APPRAISAL POLICY

With slight amendment as suggested the Appraisal Policy will be presented to Full Council for ratification.

7. LONE WORKING POLICY

It was agreed to amend the Lone Working Policy by removing content which is felt to be not relevant to the Town Council. The HR Chairman and Clerk will amend the policy and present it back to the HR Committee.

It was noted that the town van has a tracker installed so, for Health & Safety the whereabouts of the Town Operative can be checked. It was suggested an app could be added the Town Council phone which could also assist to locate staff if necessary.

8. DISPLAY SCREEN RA

It was noted that policy is being followed relating to undertaking display screen equipment checks and that the HR Committee is happy with the current procedure.

9. PENSION RE-ENROLEMENT

Pension re-enrolment and re-declaration will be undertaken as necessary.



10. PEPSO APPRASAL 2019

The Promotions, Events and Projects Support Officer appraisal was undertaken by Richard Bishop (Swaffham Town Council clerk) and Watton Town Council Clerk on 04.07.19. The Appraisal write up has not yet been supplied to Watton Town Council and therefore this will be discussed at a future meeting. The next HR Committee meeting will consider the Service Level Agreement undertaken with Swaffham Town Council relating to the PEPSO role.

It was noted the Town Council would like input to the appraisal and targets set for the post.

11. MEETING DATES

Next meeting to consider SLA with Swaffham Town Council - August 13th 2019 @ 2.00pm.

Richard Bishop
1/10/19