

Minutes of the meeting of WATTON TOWN COUNCIL HR Committee held virtually on  
March 4<sup>th</sup> 2021

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 THE MEETING HELD 10.12.20 AGREED AS A TRUE RECORD**

The Chairman will sign the minutes as soon as possible.

**5. KICKSTART**

The Council is keen to take part in the Government Kickstart Scheme to offer a job placement. A job description for the post to be offered needs to be passed to Norfolk County Council in order to submit an application to take part in the scheme.

A draft job description for an Assistant to the Town Operative was presented to the HR Committee members for input.

Suggestions made will be incorporated into the draft job description and further information will be sought before the matter is passed back to the Full Council.

Questions raised:

- What skills would a person learn in the role offered?
- Would there be enough to do? The post must be for a minimum of 25 hours per week, which is longer than the hours of the Town Operative post.
- If more hours are needed should they be offered to current staff?
- What restrictions, if any, are there for young people working machinery?
- Would a job be created at the end of the 6 month scheme?

**6. STAFF RETURN TO THE OFFICE**

It was suggested that in line with current guidance staff will look to return to working in the Office as from May 2021. The return may be staggered and time in the Office gradually built up, with a rota system introduced so not all staff are in the Office together at all times. Working practise will be organised to allow social distancing and a screen will be placed in the doorway between the foyer and outer office to support members of the public accessing the building to safely speak with staff.

Other measures such as provision of masks and hand sanitiser will also continue, as advised by HSE.

The Clerk will compile a plan for safe return to working at Wayland Hall.

## **7. CLERKS APPRAISAL TARGETS**

7.1 It was agreed to accept the reviewed Staff Appraisal Forms as presented.

7.2 The draft Internal Emergency Plan and associated documents were considered.

Work will continue on the documents which will be presented to Full Council in due course. Consideration may need to be given to the cost of further upgrading of the Councils IT systems and how Microsoft 365 can be a useful tool which could allow document sharing with Councillors to help support business continuity.

## **8. NEXT MEETING**

No further meeting date set.

Policies for review include:

- Health & Safety Policy – To be an agenda item for a future HR Committee meeting once staff have returned to the Office.
- Other policies which can be presented to Full Council for review if no amendments are deemed necessary: Grievance and Discipline Policies, Sickness & Absence, Equality and Training and Development.