

Minutes of the meeting of WATTON TOWN COUNCIL HR Committee held on
October 1st 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 THE HR MEETINGS HELD ON 31.07.19 AND 13.08.19 were signed as a true record of the meetings.

5. STAFF JOB DESCRIPTIONS

All staff job descriptions were reviewed with the intention of further discussion and possible amendments to job descriptions to be agreed following staff appraisals due to be held within the month.

The Council is looking at how cover for staff holidays and possible staff call-outs can be better managed. The Market Supervisor could be paid a supply rate to undertake emergency cover for the Town Operative but this would need further consideration and discussion with the staff concerned regarding possible options.

The question of how and when staff might be contacted, if necessary, outside office hours was also raised and this matter will also be investigated with options to be explored to include possible use of a duty phone or re-routing of phone calls.

Day to day management of the Clerk was also considered with the Clerk to seek advice as to how issues, which are not complaints, can be raised and with who.

6. MEETING DATES

The HR Committee will undertake the Clerk's Annual Appraisal on October 21st 2019 @ 2.00pm.