

Minutes of the meeting of WATTON TOWN COUNCIL HR Committee held on
February 10th 2020 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 MEETING HELD ON 01.10.19 were signed as a true record of the meeting.

It was noted that on the Job Description for the Clerk the Chairman of the Town Council is noted as the Clerk's Line Manager. This is not seen as a problem but it is of note that individual Councillor's cannot act alone and should only be seen as a point of contact. The Clerk should report to the Council as a whole. Reporting can be via the HR Committee or Chairman in the first instance.

It was suggested that the Job Description should be amended to state that the Clerk is reportable to and managed by the Council.

5. STAFF APPRAISALS

Staff appraisals have been undertaken for the Deputy Clerk, Admin. Support Clerk, Town Operative, Market Supervisor and PEPSO.

The Clerk recommended that the Deputy Clerk should be awarded 1 incremental point within her current salary range (pt25 to pt26). The Deputy Clerk will continue to be encouraged to increase her experience and confidence as Deputy.

Recommendation will be made to Full Council that both the Deputy Clerk and Clerk will receive 1 incremental point within their current salary range from April 1st 2020.

It was noted that since the introduction of the new pay spine in 2019, the Admin Support Clerk, Town Operative and Market Supervisor are at the top of their scale range (SCP 6).

There are no suggested changes at the present time to any staff job descriptions other than the possible slight amendment to the Clerks line management as noted in item 4.

The Service Level Agreement held with Swaffham Town Council to provide the Project, Promotions and Support Officer (PEPSO), which was agreed but not signed, will soon need to be reviewed as the arrangement is almost half way through the agreed 3 year period. The Council should be accountable for expenditure and in a position to justify the

PEPSO position. A progress report from the PEPSO will be requested for presentation at the February 25th Full Council meeting.

6. TUPE

The member of staff employed as cleaner of the Youth & Community building will be transferred to a new employer once the lease of the Youth & Community building is signed.

The Town Council will need to write to the employee to ask if they are willing to be transferred to a new employer and once a date is known when the transfer will take place a further letter will be needed to inform the employee of the date and name of their new employer.

7. VOLUNTEER AGREEMENT

The Volunteer Agreement as presented will be passed to Full Council for ratification.

As a result of recent events some discussion took place as to how the Council should be prepared to deal with any emergencies which might arise.

A suggestion was made that an emergency contacts list should be compiled which could be shared with Councillors and the Emergency Services.

Contractors who can be called to respond to emergency call outs will be identified and a cascade system will be confirmed with staff so the Council can respond to incidents should they be reported during out of office hours.

8. DATE FOR NEXT MEETING:

APRIL 20th 2020 11.00am