

Minutes of the meeting of WATTON TOWN COUNCIL HR Committee held on
August 27th 2020 at
Wayland Hall, Middle Street, Watton, Norfolk IP25 6AG

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

Officer Present: Jane Scarrott Town Clerk

1. APOLOGIES

Apologies received from Beryl Bunning.

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 10.02.20 were signed as a true record of the meeting.

An Emergency Contact List will be shared with Councillors to include contractors who can be called on in an emergency.

5. LONE WORKING POLICY

A draft of the suggested revisions to the Lone Working Policy will be compiled to be ratified by the Full Town Council.

Staff will be expected to sign a copy of the policy to acknowledge receipt.

6. STAFF HOLIDAYS AND COVER

It was confirmed that staff holidays must be taken within the financial year but as stated in staff contracts, with prior approval, 5 days only may be carried over into April of the following year. Any holiday time not taken by the end of April is lost.

The contractor who erects the market gazebos has agreed to assist with the set-up for the weekly market on September 3rd as the Market Supervisor is taking annual leave.

This has been offered free of charge on this occasion but it may be that arrangements need to be considered for the future to ensure barriers are put out for the market when the Market Supervisor is off.

It was noted that the heating at Wayland Hall should be monitored and switched off accordingly if staff are not working at Wayland Hall.

7. STAFF APPRAISALS 2020

Staff appraisals will be booked for the end of September with the Clerk's appraisal to be undertaken on October 22nd 2020.

8. DATE FOR NEXT MEETING:

October 22nd 2020 @ 2.00pm