

Minutes of the meeting of WATTON TOWN COUNCIL HR Committee held virtually on
June 15th 2021

Councillors Present: Peter Bishop – Chairman of the Committee, Pat Warwick and Beryl Bunning

Officer Present: Jane Scarrott Town Clerk

1. APOLOGIES

Apologies received from Stan Hebborn.

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 04.03.21 were agreed as a true record of the meeting and will be physically signed as soon as possible.

Noted that Full Council will be presented with the Grievance and Discipline Policies, Sickness and Absence Policy, Equality Policy and Training and Development Policy to review.

5. PEPSO JOB DESCRIPTION AND CONTRACT

Draft copies of the Job Description and contract for the PEPSO had previously been provided to Committee members.

Suggested amendments will be made to the draft job description and contract before it is presented to Full Council for approval.

Noted that the long-term plan is that the Charlotte Harvey Trust will become self sufficient and that staff will be employed directly by the CHT. However, at present the PEPSO is spending time managing the CHT building and thus a request will be made to the Finance Committee to consider how the Council might finance a further half day for the PEPSO position (22.5hrs rather than 18.5hrs). This request will then be passed to Full Council.

The Council will need to provide a lap-top, mobile phone and e-mail address for the PEPSO. Discussion will need to be had with Swaffham Town Council as to what will happen to the present shared equipment. The CHT would be willing to purchase the PEPSOs present laptop.

6. DATE FOR NEXT MEETING:

September 28th 2021 @ 10.00am

Agenda items: Health & Safety Policy

Clerk's Appraisal