

**Minutes of the meeting of Watton Town Council HR Committee held on
November 12th 2021 at 10.00am**

Present: Peter Bishop – Chairman, Pat Warwick, Beryl Bunning.

1. Apologies for absence accepted from Stan Hebborn
2. Resolution passed to exclude the public and press to consider staffing matters
3. No Declarations of Interest made
4. The minutes from the meeting held on 28.09.21 were accepted as a true record and signed by the Chairman.
5. Staffing Matters

Due to the retirement of the current Town Operative on December 24th 2021 the Council will look to fill the position as soon as possible.

The Job Description for the Town Operative was reviewed with suggested amendments to be presented to the Full Council on 23.11.21. It was agreed a recommendation will be made that the hours for the post should be increased to 35 per week.

A Person Specification for the role will also be compiled as suggested, to also be presented to Full Council.

It will also be recommended to Full Council that the current Market Supervisor be asked to temporarily undertake 5 hours additional work each week until the Town Operative post is filled.

Once the job description and person specification are agreed adverts will be placed locally, on social media and with the Norfolk Association of Local Councils. The suggested closing date for applications to be December 31st 2021 with interviews planned for the w/b January 17th.

6. No further meeting date set