



# Watton Town Council

Minutes of the Meeting of the HR Committee of Watton Town Council

held in Wayland Hall on Thursday April 4th 2024.

Councillors present: Stan Hebborn Chairman, Sue Hebborn, Don Saunders, Gillian Tarrant.

Also present: Jane Scarrott, Clerk and Michelle Thompson Deputy Clerk

1. Apologies for absence received from Tina Kiddell
2. A resolution was passed to exclude the public and press to discuss staffing matters.
3. No Declarations of Members personal, prejudicial and disclosable pecuniary interests in respect of items on the agenda made.
4. Recruitment

References for the accepted candidate for the post of Town Operative 2 have been received and considered. His start date was set for April 15<sup>th</sup> 2024.

It was noted relevant staff training will need to be organised.

5. Staff Job Descriptions

A review of the staff job descriptions is ongoing and will be considered at the next HR Committee meeting.

Noted that research is being undertaken regarding provision of Personal Protective Equipment (PPE) and corporate clothing for **all** staff. This will be passed to the Finance Committee for consideration.

6. Policies

1. Health & Safety Policy.

It was agreed review of this policy would be passed to the next meeting.

2. Sickness & Absence Policy.

The National Association of Local Councils Model Sickness & Absence Policy was considered and will be adopted to replace the current policy.

The National Association of Local Councils now provide many template policies and it was suggested the Council should consider moving to adoption of the templates where appropriate as this would help to standardise and help to make policies more consistent. The Office will begin review of all policies with the aim to create a timetable for future planned reviews.

7. Date for next HR Committee Meeting to be set following the Annual Town Council Meeting on May 14<sup>th</sup> 2024.

The agenda will include:

- Review of Health & Safety Policy
- Review of all staff job descriptions and contracts of employment (new National Association of Local Councils Model Contract of Employment is available).