

**Minutes of the meeting of Watton Town Council HR Committee held on Friday
February 14th 2025 at Wayland Hall**

Cllrs present: Stan Hebborn – Chairman of the Committee, Peter Bishop and Gill Tarrant

Staff present: Deputy Clerk and Clerk (left meeting during item 6).

1. No Apologies for absence received - noted that Sue Hebborn is the reserve member of the Committee.
2. Resolution passed to exclude the public and press to consider confidential staffing matters.
3. No Declarations of Interest made.
4. The minutes of the HR Committee meeting held 10.01.25 and of the joint meeting held on 23.01.25 were accepted as true records with the minutes of the meeting held on 10.01.25 duly signed by the Chairman.
5. It was agreed that the presentation from the Events & Marketing Officer as on the agenda would be withdrawn.
6. Staffing Update
 - All staff attended an Away Day Morning led by the trainer who is to undertake a restructuring/reorganisation project on behalf of the Council. It is believed the session was well received.
 - Noted that the Events & Marketing Officer (EMO) is likely to be working from home for one day a week. There will be no set day of the week, and it will be for the EMO to liaise with the Clerk regarding the most appropriate day for her to be away from the Office. The appropriate working from home considerations will be made including RA to include a photograph of the EMO's home work station.
 - Noted that staff have attended Occupational Health referral sessions as requested and that appointments for other staff have been booked or will be booked.
 - Clerk asked to leave the meeting while her Occ. Health assessment was considered.
 - The Deputy Clerk was asked to investigate providing Cognitive Behavioral Therapy for staff.
 - Staff training needs should be identified.

