

**Minutes of the meeting of Watton Town Council HR Committee held on Friday
April 11th 2025 at Wayland Hall**

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

Staff present: Clerk and Deputy Clerk

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 14.03.25 were accepted as a true record and duly signed by the Chairman.

5. Staffing Update

Discussion took place regarding long term staff sickness and how the Council needs to be prepared for staff absence and have plans to cover necessary work. It was noted that staff who are off for longer than a week should receive a weekly welfare check while absent from work and a Return-to-Work Meeting is undertaken when staff have been off sick.

If any staff have been absent for some time consideration will be given to staff attending an Occupational Health Consultation prior to returning to work. When deemed appropriate individual circumstance will be reviewed by the HR Committee with input from the member of staff.

Due to staff absence the Community Officer has assisted with event planning and it was agreed that, due to the exceptional circumstances, she would be permitted to carry five days holiday from the 2024/5 year over into May 2026.

As part of job reviews, Richard Wills has now interviewed all but one of the staff. The one member of staff who has been off work and thus missed their chance to speak with Richard will be approached to set a meeting date on her return to work. A debrief with Richard is to take place with the Chairman of the HR Committee, the Clerk and Deputy Clerk on April 28th 2025.

Some discussion took place regarding the number of volunteers needed to cover operations at the Food Hub. Members of the HR Committee feel that there is currently enough volunteers to manage staff absence if necessary.

 12 / Jun / 25