

**Minutes of the meeting of Watton Town Council HR Committee held on
Thursday July 10th 2025 at Wayland Hall**

Cllrs present: Stan Hebborn – Chairman of the Committee, Don Saunders and Sue Hebborn

Staff present: Clerk and Deputy Clerk

1. No Apologies for absence received.
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 12.06.25 were accepted as a true record and duly signed by the Chairman.
5. Staffing Update

Councillors were presented a summary of the Staffing Report received from the consultant.

Points noted:

- The suggested new Staffing Structure is acceptable to the three members of staff who will form the Senior Management Team. To date, other members of staff have had sight of the Report but have not been specifically asked to comment.
- If the Deputy Clerk and Community Projects Officer accept additional responsibility their pay grades would need to reflect this. For both to receive one incremental point increase to their salary would result in an increase to the staffing budget of £1266.28 p.a. on current pay scales (includes employer NI and pension contributions).

No general pay increase for 25/26 is yet known but an offer of 3.2% has been rejected.

An upgrade of one increment point would result in the hourly rate for the DC increasing by £0.36 and for the CPO by £0.24.

- Creation of a Senior Management Team made up of the Town Clerk (TC), Deputy Town Clerk (DC) and Community Projects Officer (CPO) may see some of the work load moved away from the Town Clerk, but for all three there will be some day to day staffing responsibilities plus a need for meetings of the Management Team and time will need to be found for this to happen and to conduct any "appraisal meetings".

It is felt job descriptions may need to be reviewed.

- A new Performance and Management Policy will need to be compiled. It is suggested the Management Team look at compiling a draft policy.

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- Investigation, including costs, needs to be undertaken re. use of any staff intranet platform.

Advice from HR Service providers may be beneficial in implementation of the recommendations.

Conclusion/Current Position

- TC, DC and CPO have had initial informal discussion as to how to proceed.
- HR Guidance may be needed to confirm appropriate action is being taken around job descriptions and appropriate pay increases.
- Suggest that the Management Team is agreed by Council and tasked with meeting to begin looking at a new Performance and Management Policy and to investigate a possible intranet platform for staff.

The suggestion from the HR Committee is that those who are to be part of the Senior Management Team meet to consider how to proceed which would include amendments to their job descriptions to be presented to the HR Committee.

It was noted that the current contract for HR services is due for renewal and some discussion took place regarding whether a different provider should be engaged.

It was agreed a recommendation will be made to Full Council to trial an alternative provide for 12 months at a cost of £499.50 per month which will include both HR and Health & Safety services. The package offered by Peninsula is considered to be best value for the HR and H&S services needed at the present time.

6. Council acknowledgement and implementation of the Legal disqualification of councillors under the Local Government (Disqualification) Act 2022.
At the Full Council meeting held on the 8th July Councillors were made aware of the disqualification relating to anyone named on the sex offenders register. The Council's co-option forms will be amended to include notice of the disqualification.
7. The next HR Committee meeting will be held on:
Thursday August 14th 2025 at 11.00am.

Recommendation to Full Council:

To engage Peninsula to provide HR and H&S services for a trial period of 12 months at a cost of £499.50 per month