

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

Cllrs present: Stan Hebborn – Chairman of the Committee, Sarah Humphries, Don Saunders

Staff present: Clerk and Deputy Clerk

1. Apologies for absence received from Keith Prince. Noted that Sue Hebborn is the reserve member.
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 27.11.25 were accepted as a true record and duly signed by the Chairman.
5. Staffing Update
 - Noted that Council public events this year have been very successful, but more volunteers are needed to help manage the days as staff attending are working long hours.
Consideration will be given to bringing in paid help to possibly manage gazebos and investigation will be made as to whether “paid” help can be in the form of a donation to charitable groups who have committed to assist on the day.
 - The Events and Marketing Officer is keen to undertake the Certificate in Local Council Administration (CiLCA) and was hopeful in person training would be offered locally. This is not looking likely, but research will continue as how best for her to undertake the course.
 - Noted the staff Christmas meal has been postponed until the New Year.

5.1 Job descriptions and person specifications

- Updated job descriptions and person specifications have been provided by the consultant engaged to undertake this exercise before they move on to job evaluation of all posts.
- The staff have passed some comments on the job descriptions with no major concerns being raised. It was suggested comments should be passed to the consultant and members of the HR Committee who have also received copies of all job descriptions to read and consider at the next HR Committee meeting.
- It was suggested job descriptions should define job priorities to give clarity regarding expectations of the role.
- Some discussion took place around whether formal annual staff appraisals are wanted or whether, as has been suggested, informal but more regular chats with line managers would suffice. General consensus is that a formal annual appraisal should occur together with at least 3 more informal individual staff meetings. Line Managers will therefore be meeting with staff quarterly. This can be confirmed



15/Jan/2026

within the new staffing policies being compiled and the format of appraisals will be an agenda item for the next meeting of the HR Committee.

- Members of the Committee were shown a draft of the new Staffing Handbook as presented by the HR consultant engaged to review all staffing policies. Some examples of draft policies were also presented to formalise that the format as shown would be acceptable. Members of the Committee will be provided with the draft of the Staff Handbook and draft policies as they are provided with an expectation that they can review them over the Christmas break prior to the next HR Committee meeting.
- The consultant will be instructed to continue to update all staffing policies to create a revised set of documents which align with the National Joint Council (NJC) terms and conditions.
- It was agreed the invoice for the HR consultant to undertake this work to date could be paid as the expenditure had already been accepted. An additional 4 hours work was also sanctioned by the Committee.
- Noted however that the consultant working on the policies will not be able to finalise the work until the job descriptions have been agreed.

6. The next HR Committee meeting will be held on:
Thursday January 15th 2026 at 11.00am.