

**Minutes of the meeting of Watton Town Council HR Committee held on  
Thursday November 13<sup>th</sup> 2025 at Wayland Hall**

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

Noted that Don Saunders needed to leave the meeting during item 5.

Staff present: Clerk

1. No Apologies for absence received. 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 23.10.25 were accepted as a true record and duly signed by the Chairman.
5. Staffing Update
  - New HR services provider Zivile Mauri has spent a day in the Office looking at how best to review HR policies and procedures. The day was very helpful and informative. Since visiting the Office Zivile has set up a trial of Breathe HR and has studied the National Joint Council Green Book of Terms & Conditions for staff along with the current Council HR policies. She has also undertaken a benchmarking exercise to make sure the Council makes an informed decision on all things HR.  
Once the way forward is agreed it is suggested a communication strategy is put in place to make sure that each stage of any changes is planned and communicated appropriately.  
The HR Committee felt that as it is difficult to predict the time needed to undertake all policy and contract updates as may be wanted it would propose that Zivile is engaged to work for the Council for up to four hours a week for an initial month.
  - The Council is also progressing with job evaluations. Staff job descriptions will be reviewed and evaluations will look at current job descriptions against requirements. Job descriptions will be reviewed and sent for evaluation before the end of November.
  - Following recent informal conversations with staff, the Chairman noted that welfare and morale appear positive at present. He emphasised that welfare and morale are continuously monitored and any emerging concerns will be supported promptly.
  - Noted that there is a need to consider a “plan B” should any staff be off work for any length of time.
  - The possibility of the Council building its own HR app was raised and will be investigated. Cllr White was asked to put a proposal together as to what he could offer once the Office has produced a spec. for him to work towards. Quotes will also be sought from other providers for app production.
6. The next HR Committee meeting will be held on:  
**Thursday November 27th 2025 at 11.00am.**