Minutes of the meeting of Watton Town Council HR Committee held on Thursday April 16th 2026 at Wayland Hall

Cllrs present: Stan Hebborn – Chairman of the Committee, Sarah Humphries, Don Saunders
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 12.02.25 were accepted as a true record and duly signed by the Chairman.

5. Staffing Update

A near-miss incident which occurred on April 1st 2026 involving members of staff is being investigated and measures put in place to mitigate against any similar occurrence in the future.

5.1 Job Evaluations
The Staffing Evaluation Report and recommendations were accepted by the HR Committee. The HR Committee will ask the Full Council to also accept the Report and the recommendation that staff (excluding the Clerk and Deputy Clerk) will be offered a pay scale increase of 1 point to be backdated to 01.04.26 and that with satisfactory performance, as determined at appraisal, staff will receive another 1 point rise in October 2026.

5.2 Sabbatical Leave Policy
The Committee considered the Sabbatical Leave Policy as presented. It was felt, concurring with guidance received from the HR Consultant, the Town Council is not in a position to offer such a policy and introduction of such would carry a risk that is disproportionate for the Council at the time.

5.3 Staff Policies and Breathe Software
HR members have been presented with updated Policies, Staff Handbook and model staff contracts. It will be recommended to Full Council that these are all adopted and the HR Consultant will attending the staff meeting scheduled for April 29th to inform them of the changes.

5.3i Temporary Hours
It will be recommended to Full Council that a policy be adopted to offer staff the opportunity to undertake temporary additional hours to cover short-term staff absence.

6. No further HR Committee meeting date set as it is expected membership of the Committee will change at the Annual Meeting of the Town Council.

Recommendations to Full Council:

1. To accept the Staff Job Evaluations Report and the recommendation that staff (excluding the Clerk and Deputy Clerk) will be offered a pay scale increase of 1 point to be backdated to 01.04.26 and that with satisfactory performance, as determined at appraisal, staff will receive another 1 point rise in October 2026.

2. To adopt revised staffing Policies, Handbook and contracts as presented.

3. To adopt a policy to offer staff the opportunity to undertake temporary additional hours to cover short-term staff absence