



15 Paradise Road, Downham Market, Norfolk PE38 9HS

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Acting Town Clerk: Graham Spark

You are invited to a meeting of the Human Resources Committee will be held on **Friday 04th March 2022 at 2pm** to discuss the business on the Agenda below. The meeting will be held at the Town Council Offices, 15 Paradise Road, Downham Market, Norfolk PE38 9HS observing all COVID safety regulations.

Yours faithfully



Graham Spark
Acting Town Clerk
25 February 2022

Mobile phones should be either switched off or on silent mode.

SELFLESSNESS, INTEGRITY, OBJECTIVITY, ACCOUNTABILITY, OPENESS, HONESTY & LEADERSHIP

Agenda

1	To receive Members' apologies for absence	
2	To receive Members' Declarations of interest	
3	To approve the minutes of the meeting on 15 February 2022	
4	Confidential Items to be discussed under: Standing Order 3d, that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, that the public and/or the press be temporarily excluded, and they are instructed to withdraw. 4.1 To discuss staff complaints / grievances 4.2 To discuss existing staff contract change implementation 4.3 To discuss and agree remuneration of Acting Town Clerk and RFO 4.4 To discuss and agree remuneration of Senior Administrator during step-up period 4.5 To review and agree the salaries of existing Maintenance Officers	

5	To approve the recruitment of a Town Clerk, agree job description and remuneration package	
6	To approve the recruitment of 1 Maintenance Officer, agree job description and remuneration package	
7	To approve the recruitment of 0.5 FTE Maintenance Officer, agree job description and remuneration package	
8	To review and agree training package for existing staff	
9	To discuss and agree Home Working Policy	
10	To discuss and agree annual leave roll over for 2021/2022 leave year	
11	To discuss and agree timescales for staff appraisals	
12	To agree the date of next meeting	