Downham Market Town Council Human Resources Committee Meeting Thursday 01 June 2023 at 9am

This meeting was held at the Town Council Offices, 15 Paradise Road, Downham Market, Norfolk PE38 9HS

	Present
	Committee Members - Cllrs Buxton, Jordan, Marsay & Incorvaia (4)
	Town Clerk – Ms C Dornan
	There were 0 members of the public present
001	To elect the Chair of the Committee
	Proposed – Cllr Incorvaia Seconded –Cllr Jordan
	It was resolved:
	'That Cllr Marsay be elected Chair of Committee.'
	All In Favour
002	To elect the Vice Chair of the Committee
	Proposed – Cllr Marsay Seconded –Cllr Incorvaia Human Resources It was resolved:
	'That Cllr Jordan be elected Vice Chair of Human Resources Committee.'
	All In Favour
003	To receive Members' Apologies for Absence
	Apologies were given by Cllr Daymond who had personal commitments.
	This apology was accepted.
004	To receive Members' Declarations of Interest
	There were no declarations made.

005 To approve the minutes of the meeting held on 27 April 2023 Proposed – Cllr Jordan Seconded –Cllr Marsay It was resolved: 'That the minutes of the meeting held on 27 April 2023 be approved as a true and accurate record.' 2 In Favour 2 Abstentions - Cllrs Buxton & Incorvaia Cllr Buxton was not a member of the Committee on the date of the meeting. Cllr Incorvaia was not a Cllr until May 2023 006 To agree Terms of Reference for the Committee A copy of draft Terms of Reference had been circulated prior to the meeting. Councillors discussed the draft and made some minor amendments. Seconded -Cllr Jordan Proposed – Cllr Marsay It was resolved: 'That the amended Terms of Reference be recommended to Full Council for adoption.' All In Favour 007 To discuss Committee membership The Committee had received a request from a Councillor to join the Committee following the Annual Town Council meeting. The members discussed this request. Seconded –Cllr Jordan Proposed – Cllr Marsay It was resolved: 'That the Committee membership should remain at no more than 6 members as approved by Full Council at the Annual Town Council meeting on Tuesday 16 May 2023 to ensure GDPR compliance and protection of staff confidentiality.' All In Favour

	A member of the Committee requested that meetings are held, where possible on an alternative day to Thursday, as their availability for attendance is limited.
	Proposed – Clir Marsay Seconded –Clir Jordan
	It was resolved:
	'That meetings should continue to be scheduled for 9am on a Thursday as the majority of the Committee are able to commit to this on a regular basis due to existing work or personal commitments. Meetings may not be quorate if the day were changed which would frustrate Council business.'
	All In Favour
008	Confidential Items To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press
	Proposed – Cllr Buxton Seconded – Cllr Incorvaia
	'That members of the press and public be excluded whilst information pertaining to staff matters is discussed.'
	All In Favour
	The meeting went into confidentiality.
008.1	To discuss staff matters which are subject to GDPR protection
	A number of matters were discussed including a recent staff accident on 27 May 2023.
	The meeting came out of confidentiality
	It was noted that J R Light & Sound could not cover all dates required which a member of staff was on sick leave and another was on annual leave and therefore Luke Griffin is to be used, in addition to J R Light & Sound, to allow hire of the Jubilee Community Centre and Town Hall continue. Luke is a handyman and is insured by Direct Line to an appropriate level. All members were happy with this.
	Meeting closed: 09:50am
	SIGNED
	DATE