Downham Market Town Council Human Resources Committee Meeting Tuesday 20 June 2023 at 6pm

This meeting was held at the Downham Market Town Hall, Bridge Street, Downham Market, Norfolk PE38 9DW

	Present
	Committee Chair – Cllr Marsay
	Committee Members - Cllrs Daymond, Incorvaia, Jordan & B Moyses (5)
	Non-Committee Member – Cllr Brewer
	Town Clerk – Ms C Dornan
	There were 2 members of the public present
001	To receive Members' Apologies for Absence
	An apology was received from Cllr Buxton who had work commitments.
	This apology was accepted.
002	To receive Members' Declarations of Interest
	There were no declarations made.
003	To approve the minutes of the meeting held on 01 June 2023
	Proposed – Cllr Incorvaia Seconded –Cllr Jordan
	It was resolved:
	'That the minutes of the meeting held on 01 June 2023 be approved as a true and accurate record.'
	3 In Favour
	2 Abstentions – Cllrs Daymond & B Moyses
004	To discuss staff resignation
	A full time Maintenance Officer vacancy has arisen following the resignation of Mark Errington on 14 June 2023.

Proposed – Cllr Marsay

Seconded -Cllr Incorvaia

It was resolved:

'That a recommendation to Full Council be made to recruit one Maintenance Officer and that a working party be created to manage the recruitment of the new Maintenance Officer, including designing the job description, planning the advertisement, arranging the interviews, holding the interviews and making a recommendation to the Human Resources Committee on appointment. The working party is to be formed of Clirs Incorvaia, Jordan and Marsay. The first meeting to be held at 9am on Thursday 22 June 2023.'

All In Favour

005 To discuss Working Time Directive and Council responsibilities to staff

Cllr Marsay reminded members that the Council has a duty of care towards its employees and that employees must not exceed a 48-hour average working week, which is calculated across a 17 week rolling period to remain within the Working Time Directive.

Members discussed the request from some Councillors to hold all Council meetings in the evening from 7pm.

Cllr Marsay expressed a concern about the number of hours already being worked by the staff who cover Council meetings, in addition to covering staff sickness, training and resignation cover.

If all Council meetings were in the evening, this would mean Governance Committee, Downham In Bloom Committee, Neighbourhood Plan Committee, Joint Remembrance Committee plus Working Parties would need to be rescheduled. Members were reminded that Council events are often in the evening or at the weekend so this adds to the lieu calculations.

Although staff are contractually required to cover some evening meetings, the Council has a duty of care to ensure a work / life balance. The previous Town Clerk had resigned because he felt he did not have a positive work / life balance.

Cllr Marsay agreed to review Cllr availability and then look at the meeting rota to see if a compromise could occur.

It was noted that the Town Clerk had attempted to come in later on days when she had evening meetings scheduled, but was still being telephoned when off duty.

006 To discuss Lone Working and Council responsibilities to staff

Cllr Marsay raised concerns about members of staff working alone.

Members discussed a buddy system and code word system.
Cllr Incorvaia agreed to draft a policy for review by the Committee.
Meeting closed: 06:54pm
SIGNED
DATE