

**Downham Market Town Council
Human Resources Committee Meeting
Tuesday 29 April 2025 at 5pm**

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

	<p>Present</p> <p>Committee Chair – Cllr Wiles</p> <p>Committee Members - Cllrs Brewer, Daymond, Leach, Leivers, B Moyes (5:08pm) & Sharman (7)</p> <p>Town Clerk – Claire Dornan Deputy Clerk – Tina Griffin</p> <p>There were no members of the public present.</p>
Notes	<p>The Chair reminded members of the evacuation procedures from the Assembly Room. The Chair asked that all mobile phones be switched off or on silent.</p>
001	<p><u>To receive Members’ Apologies for Absence</u></p> <p>There were no apologies for absence.</p>
002	<p><u>To receive Members’ Declarations of Interest</u></p> <p>There were no declarations of interest made.</p>
003	<p><u>To approve the minutes of the meeting held on 14 April 2025</u></p> <p>Proposed – Cllr Leivers Seconded –Cllr Leach</p> <p>It was resolved:</p> <p>‘That the minutes of the meeting held on 14 April 2025 be approved as a true and accurate record.’</p> <p>6 In Favour</p> <p>1 Abstention – Cllr Brewer (Not present at previous meeting)</p>
004	<p><u>Confidential Items</u></p> <p>To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press</p>

	<p>Proposed – Cllr Wiles Seconded –Cllr Leach</p> <p>It was resolved:</p> <p>‘That members of the press and public be excluded whilst information pertaining to staff matters are discussed.’</p> <p>All in favour</p> <p>The meeting went into confidentiality.</p> <p>Cllr B Moses joined the meeting.</p>
004.1	<p><u>To discuss the accusations made against staff at Full Council on Tuesday 22 April 2025 and research carried out thereafter</u></p> <p>Cllrs discussed the speech made at Full Council on 22 April 2025 under agenda item 8.</p> <p>It was noted that the official complaints procedure had not been followed.</p> <p>It was confirmed that The Mayor had received no prior warning regarding the content of the speech nor was he asked for permission to speak for more than 5 minutes.</p> <p>Members were concerned that the complainant used Standing Order 10 X to extend the time for speaking when Standing Order 1 O would have allowed the complainant to speak for longer than 5 minutes had The Mayor been asked at the meeting.</p> <p>Members discussed the recommendations from Norfolk Parish Training & Support, ACAS and Croner Group following a copy of the recording being reviewed.</p>
004.2	<p><u>To provide an overview of meeting detailed under item 005 of the Human Resources Committee minutes dated 14 April 2025</u></p> <p>Cllrs Daymond, Leach, Leivers and Wiles advised that a meeting had not been arranged but a meeting was to be requested for Thursday 01 May 2025.</p> <p>The meeting came out of confidentiality.</p>
005	<p><u>To agree actions required following discussions within confidentiality</u></p> <p>Proposed – Cllr Wiles Seconded –Cllr Brewer</p> <p>It was resolved:</p>

	<p>‘That the Human Resources Committee, consisting of Cllrs Brewer, Daymond, Leach, Leivers, B Moyses, Sharman & Wiles, following an investigation, into the complaint regarding unlawful Council practice made at Full Council on Tuesday 22 April 2025, against Council employees and the Council, via consultation with ACAS, Norfolk Parish Training & Support and Croner Group, do not find in favour of the complainant and also consider the bullying behaviour to be in breach of employment law.</p> <p>The following actions are recommended to Full Council for approval:</p> <ul style="list-style-type: none"> • A Code of Conduct against the complainant is completed by the Council due to breaches of the Nolan Principles. • The statement, prepared by the Committee on 29 April 2025 be read at Full Council and recorded in full within the Full Council meeting minutes. • That an apology is requested from the complainant.’ <p>All in favour</p>
	Meeting closed: 6:19pm
	SIGNED
	DATE