

Downham Market Town Council

Human Resources Committee Meeting

Held On Tuesday 29 September 2026 at 6:15pm

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

Present

Committee Members - Cllrs Cain, Daymond (Arrived 6:32pm), Jordan, B Moyses (Arrived 6:30pm), C Pyatt & Webb (6)

Town Clerk – Claire Dornan

There were no members of the public present.

In the absence of Cllr Pegg, the Vice Chair, Cllr Cain led the meeting. Cllr Cain reminded members of the evacuation procedures from the Clock Room.

Cllr Cain asked that all mobile phones be switched off or on silent.

1. To note apologies for absence.

Apologies were received from Cllr Pegg due to Ill Health.

Cllr Daymond was attending a Planning Committee meeting and would join the Human Resources Committee meeting following its conclusion.

Cllr B Moyses advised members that they were on route to the meeting and apologised in advance for being late.

2. To receive declarations of interest and consider requests for dispensations.

There were no declarations of interest or requests for dispensation made.

3. To approve the minutes of the Human Resources Committee meeting held on 22 September 2026.

RESOLVED:

‘That the minutes of the meeting held on 22 September 2026 be approved as a correct record subject to a spelling correction.’

Proposed – Cllr Cain

Seconded –Cllr Webb

All in Favour

4. Public Participation.

There were no members of the public present and there was no correspondence to consider.

- 5. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the consideration of confidential personnel matters.**

RESOLVED:

"That the press and public be excluded from the meeting whilst confidential staffing matters are discussed."

Proposed – Cllr Jordan

Seconded –Cllr Cain

All in Favour

The meeting went into confidentiality.

Confidential Items

5.1 To discuss staff welfare

Members discussed staff welfare and considered Occupational Health reports.

5.2 To receive a report on staff sickness / absence

Members received the updated staff sickness report.

Cllr B Moyses arrived.

Cllr Daymond arrived.

5.3 To review the recent investigation and consider key learning points, feedback and actions arising.

Cllr Cain advised that, due to confidentiality, the details of the investigation could not be discussed.

Members were informed that the investigation had concluded and that no further action had been taken.

Members discussed the cost of HR advice provision and the ongoing matters for which HR support remained necessary and could not be discontinued at this stage.

The meeting came out of confidentiality.

- 6. To consider and determine matters arising from the confidential report within the Committee's delegated authority.**

RESOLVED:

‘That the Town Clerk be authorised to engage MAD HR to obtain advice on the Occupational Health reports received.’

Proposed – Cllr Webb

Seconded –Cllr Cain

All in Favour

RESOLVED:

‘That the Town Clerk prepare a cost comparison of three HR providers for consideration at a future meeting, with the intention of presenting the matter to Full Council at an extraordinary meeting in early December 2026.’

Proposed – Cllr Jordan

Seconded –Cllr C Pyatt

All in Favour

The Town Clerk was requested to:

- Research a Smoking Policy for the Council.
- Consider whether the location of the CCTV unit in the office may be a distraction to staff.

The meeting closed at 7:21pm