

DOWNHAM MARKET HUMAN RESOURCES COMMITTEE
MINUTES OF THE MEETING HELD ON FRIDAY 17 FEBRUARY 2023 AT 2:00PM

This meeting was held at 15 Paradise Road, Downham Market PE38 9HS

	<p>Present</p> <p>Chair – Cllr Jordan</p> <p>Committee Members - Cllrs Doyle, Hobbs, Leivers and Marsay</p> <p>Non - Committee Members – Cllrs Buxton, D Pennington and Wiles.</p> <p>Cllr B Moyses arrived 2:12pm</p> <p>Town Clerk – Claire Dornan</p> <p>There were no members of the public present</p>
001	<p><u>To receive Members’ Apologies for Absence</u></p> <p>There were no apologies required as all members were present.</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 Human Resources meeting held on 13 February 2023</u></p> <p>Proposed – Cllr Jordan Seconded –Cllr Hobbs</p> <p>‘That the minutes for the meeting held on 13 February 2023 be approved as a true record of the meeting.’</p> <p>All In favour</p>
004	<p><u>To elect a Vice Chair of Human Resources Committee</u></p> <p>Cllrs were invited to put themselves forward for Vice Chair of the Committee.</p> <p>Proposed – Cllr Hobbs Seconded –Cllr Leivers</p> <p>‘That Councillor Hobbs be elected Vice Chair of the Human Resources Committee.’</p> <p>All In favour</p>

005	<p>Confidential Items 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 Jordan Seconded – Cllr Marsay</p> <p>‘That members of the press and public be excluded whilst information pertaining to staff is discussed.’</p> <p>All In Favour</p> <p>The Town Clerk left the room as did all non-Committee Members at 2:04pm.</p> <p>Cllr Marsay took the minutes of the meeting in the absence of the Town Clerk.</p>
005.1	<p>To receive evidence to support complaint received by HR Committee</p> <p>The meeting was to discuss the ongoing complaint regarding an assumed breach in confidentiality by someone at DMTC regarding the date of her forthcoming wedding and implied behaviours of the Town Clerk.</p> <p>Cllr Marsay read out an email received on 17th February at 11.33 from the complainant.</p> <p>The Committee discussed the contents of the email and agreed to communicate the following:</p> <ul style="list-style-type: none"> 1. The reason DMTC is implementing a clear desk policy was that it was a sensible precaution based on the openness and access to the council offices and was not being implemented as a direct result of Ms Taylors concerns. 2. There was no specific evidence provided concerning the Town Clerk as previously requested. <p>The meeting came out of confidentiality. The Town Clerk returned to the room at 2:16pm</p>
005.2	<p><u>To agree response to the complaint or agree actions required to resolve the complaint</u></p> <p>Proposed – Cllr Hobbs Seconded –Cllr Leivers</p> <p>‘That as no specific evidence has been provided, all concerns regarding a breach of confidentiality and concerns about the Clerk are considered resolved. The matter is therefore considered closed, and a letter will be drafted and sent to the complainant.’</p> <p>All In Favour</p>

	Meeting closed: 2:19pm
	SIGNED
	DATE