

**Downham Market Town Council
Human Resources Committee Meeting
Tuesday 12 December 2023 at 6pm**

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

	<p>Present</p> <p>Committee Chair – Cllr Jordan</p> <p>Committee Members - Cllrs Buxton, Daymond & Hobbs</p> <p>Town Clerk – Ms C Dornan</p> <p>There were no members of the public present</p>
001	<p><u>To receive Members’ Apologies for Absence</u></p> <p>Cllr B Moyses had sent an email prior to the meeting stating:</p> <p>‘I am unable to attend HR this evening but will be attending full council.’</p>
002	<p><u>To receive Members’ Declarations of Interest</u></p> <p>No declarations of interest were made.</p>
003	<p><u>To approve the minutes of the meeting held on 21 November 2023</u></p> <p>Proposed – Cllr Jordan Seconded –Cllr Buxton</p> <p>It was resolved:</p> <p>‘That the minutes of the meeting held on 21 November 2023 be approved as a true and accurate record.’</p> <p>All In Favour</p>
004	<p><u>To co-opt a committee member following the committee resignation of Cllr Incorvaia</u></p> <p>There were no members of the Council interested in joining the committee and therefore this matter did not progress.</p>

005	<p><u>To discuss a training recommendation from Governance Committee and agree actions</u></p> <p>Following a recommendation from the Governance Committee that the Councillors should receive Health and Safety training, members discussed the merit of this request.</p> <p>Proposed – Cllr Jordan Seconded –Cllr Daymond</p> <p>It was resolved:</p> <p>‘That a Health & Safety evening should be arranged for all Councillors, to include Manual Handling training, to ensure their safety at events and when volunteering for the Council.’</p> <p>All In Favour</p>																																																				
006	<p><u>To discuss the draft Human Resources Committee budget and agree actions</u></p> <p>Members discussed the budget lines for 2024/2025.</p> <table border="0" style="width: 100%;"> <tr> <td><u>Salaries</u></td> <td style="text-align: right;">£218,016.74</td> </tr> <tr> <td><u>Salary Increase 2024/2025</u></td> <td></td> </tr> <tr> <td>Estimate 4%</td> <td style="text-align: right;">£8,720.67</td> </tr> <tr> <td><u>Spinal Column Point Increase 2024/2025</u></td> <td></td> </tr> <tr> <td>Approximately £1,000 per employee</td> <td style="text-align: right;">£7,000.00</td> </tr> <tr> <td><u>CiLCA & Probation Increase</u></td> <td></td> </tr> <tr> <td>2 employees</td> <td style="text-align: right;">£2,000</td> </tr> <tr> <td><u>Overtime 2024/2025</u></td> <td></td> </tr> <tr> <td>Estimate 4%</td> <td style="text-align: right;">£8,720.67</td> </tr> <tr> <td><u>Pension 2024/2025</u></td> <td></td> </tr> <tr> <td>23%</td> <td style="text-align: right;">£55,765.36</td> </tr> <tr> <td><u>NI</u></td> <td></td> </tr> <tr> <td>13.8%</td> <td style="text-align: right;">£33,459.22</td> </tr> <tr> <td><u>Training</u></td> <td></td> </tr> <tr> <td>Norfolk Parish Training & Support (Council)</td> <td style="text-align: right;">£3,500</td> </tr> <tr> <td>High Speed Training (Staff)</td> <td style="text-align: right;">£1,000</td> </tr> <tr> <td>Fire Warden (Staff)</td> <td style="text-align: right;">£500</td> </tr> <tr> <td><u>Occupational Health</u></td> <td></td> </tr> <tr> <td>Turner's Occupational Health & Well-being Services</td> <td style="text-align: right;">£2,000</td> </tr> <tr> <td><u>HR Contract</u></td> <td></td> </tr> <tr> <td>Croner (Monthly £236.86)</td> <td style="text-align: right;">£2,842.32</td> </tr> <tr> <td><u>HR Advice & Review</u></td> <td></td> </tr> <tr> <td>Contractor</td> <td style="text-align: right;">£3,000</td> </tr> <tr> <td><u>Payroll</u></td> <td></td> </tr> <tr> <td>Brightpay Licence</td> <td style="text-align: right;">£109.00</td> </tr> <tr> <td><u>Uniform</u></td> <td></td> </tr> </table>	<u>Salaries</u>	£218,016.74	<u>Salary Increase 2024/2025</u>		Estimate 4%	£8,720.67	<u>Spinal Column Point Increase 2024/2025</u>		Approximately £1,000 per employee	£7,000.00	<u>CiLCA & Probation Increase</u>		2 employees	£2,000	<u>Overtime 2024/2025</u>		Estimate 4%	£8,720.67	<u>Pension 2024/2025</u>		23%	£55,765.36	<u>NI</u>		13.8%	£33,459.22	<u>Training</u>		Norfolk Parish Training & Support (Council)	£3,500	High Speed Training (Staff)	£1,000	Fire Warden (Staff)	£500	<u>Occupational Health</u>		Turner's Occupational Health & Well-being Services	£2,000	<u>HR Contract</u>		Croner (Monthly £236.86)	£2,842.32	<u>HR Advice & Review</u>		Contractor	£3,000	<u>Payroll</u>		Brightpay Licence	£109.00	<u>Uniform</u>	
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007	<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 Secoded –Cllr Hobbs</p> <p>It was resolved:</p> <p>‘That members of the press and public be excluded whilst information pertaining to staff matters is discussed.’</p> <p>All In Favour</p> <p>The meeting went into confidentiality.</p>
007.1	<p><u>To discuss staffing matters</u></p> <p>Members were advised that the office had received a request to support a work experience request from a student at the College of West Anglia. The student requires 60 hours of experience.</p>

007.2	<p>Administrator training was discussed.</p> <p><u>To receive an update on staff induction</u></p> <p>Members received an update on the induction of the two Caretakers. It was noted that the induction process is progressing well.</p>
007.3	<p><u>To discuss Health & Safety including recent Accident Forms</u></p> <p>Members discussed an accident at the Christmas Lights Switch On whereby the Snowman slipped on the stage steps and is currently suffering pain in his back. The Snowman had been with another Councillor who was acting as chaperone at the time. It was noted that the steps were damp due to the weather conditions however the steps were designed for outdoor use. It was noted that the incident had not been reported to St John Ambulance. The individual had decided to deal with the pain themselves.</p> <p>Members discussed the recent nosebleed experienced by a member of staff whilst cleaning the Town Hall toilets. It was noted that full PPE had been worn and there was free air flow. It was felt that this was not caused by the work being undertaken.</p> <p>The meeting came out of confidentiality.</p>
008	<p><u>To agree actions required following discussions within confidentiality</u></p> <p>Proposed – Cllr Jordan Seconded –Cllr Buxton</p> <p>It was resolved:</p> <p>‘That the Council agree to work with the College of West Anglia to support the work experience request for a student, subject to a satisfactory interview with the student to ensure that they are the right fit for the Council.’</p> <p>All In Favour</p>
009	<p><u>To elect a Chair of the Committee from 01 January 2024</u></p> <p>Cllr Jordan advised that he would be happy to continue as Chair of the Committee.</p> <p>Cllr Buxton advised that she would be interested in the role of Chair.</p> <p>Cllr Hobbs and Daymond did not wish to be considered in the role of Chair of the Committee.</p>

	<p>Proposed – Cllr Daymond Seconded –Cllr Hobbs</p> <p>It was resolved:</p> <p>‘That elect Cllr Jordan as Chair of Human Resources Committee until the end of the Mayoral Year.’</p> <p>All In Favour</p> <p>Cllr Daymond asked if Cllr Buxton would be interested in taking on the vacancy as Vice Chair left by Cllr Jordan previously when he stepped up as Chair.</p> <p>Proposed – Cllr Daymond Seconded –Cllr Hobbs</p> <p>It was resolved:</p> <p>‘That elect Cllr Buxton as Vice Chair of Human Resources Committee until the end of the Mayoral Year.’</p> <p>All In Favour</p>
	Meeting closed: 6:30pm
	SIGNED
	DATE