

**Downham Market Town Council  
Human Resources Committee Meeting  
Monday 13 November 2023 at 5:30pm**

This meeting was held at the  
Town Council Office, 15 Paradise Road, Downham Market PE38 9HS

	<p><b>Present</b></p> <p>Committee Chair – Cllr Jordan</p> <p>Committee Members - Cllrs Buxton, Daymond, Hobbs, Incorvaia &amp; B Moyses (6)</p> <p>Non- Committee Members – Cllr Wiles</p> <p>Town Clerk – Ms C Dornan</p> <p>There were no members of the public present</p>
001	<p><b><u>To receive Members’ Apologies for Absence</u></b></p> <p>All members were present and therefore no apologies were required.</p>
002	<p><b><u>To receive Members’ Declarations of Interest</u></b></p> <p>No declarations of interest were made.</p>
003	<p><b><u>To approve the minutes of the meeting held on 17 October 2023</u></b></p> <p><b>Proposed – Cllr Jordan                      Seconded –Cllr Incorvaia</b></p> <p>It was resolved:</p> <p><b>‘That the minutes of the meeting held on 17 October 2023 be approved as a true and accurate record.’</b></p> <p><b>All In Favour</b></p>
004	<p><b>Confidential Items To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press</b></p> <p><b>Proposed – Cllr Jordan                      Seconded –Cllr Incorvaia</b></p> <p>It was resolved:</p>

	<p><b>‘That members of the press and public be excluded whilst information pertaining to recruitment and staff matters is discussed.’</b></p> <p><b>All In Favour</b></p> <p><b>The meeting went into confidentiality.</b></p>
004.1	<p><b><u>To discuss staffing matters</u></b></p> <p>Members discussed staff absence and work expectations.</p>
004.2	<p><b><u>To receive an update on staff recruitment</u></b></p> <p>Members were given an update on the Caretaker interviews and a suggested candidate was provided by the interviewees; Cllrs Jordan, Incorvaia &amp; the Town Clerk.</p> <p>The Town Clerk suggested that another candidate be offered a 6-month fixed term contract which will cover the on-going staff shortages.</p>
004.3	<p><b><u>To discuss staff annual leave</u></b></p> <p>Members discussed a request by a member of staff to sell 4 days Annual Leave</p>
004.4	<p><b><u>To discuss a potential breach of staff confidentiality and GDPR by a Councillor</u></b></p> <p>A discussion ensued around the wrongful disclosure to the Borough Council that all staff had Covid in October 2023.</p> <p>The meeting came out of confidentiality.</p>
005	<p><b><u>To agree actions required following discussions within confidentiality</u></b></p> <p><b>Proposed – Cllr Jordan                                Seconded –Cllr Hobbs</b></p> <p>It was resolved:</p> <p><b>‘That the full time Caretaker role be offered to the suggested candidate, subject to satisfactory references and an enhanced DBS and that a 6 month fixed term contract be offered to a current contractor, subject to an enhanced DBS.’</b></p> <p><b>All In Favour</b></p> <p><b>Proposed – Cllr Jordan                                Seconded –Cllr Buxton</b></p> <p>It was resolved:</p> <p><b>‘That the requested to sell 4 days annual leave be approved.’</b></p>

	<p><b>All In Favour</b></p> <p><b>Proposed – Cllr Incorvaia                      Seconded –Cllr Daymond</b></p> <p>It was resolved:</p> <p><b>‘That an email be sent to all Councillors reminding them of their legal obligations to staff, specifically regarding confidentiality.’</b></p> <p><b>All In Favour</b></p> <p><b>Proposed – Cllr Incorvaia                      Seconded –Cllr Hobbs</b></p> <p>It was resolved:</p> <p><b>‘That Cllrs Jordan and Buxton conduct an investigation meeting relating to work expectations.’</b></p> <p><b>All In Favour</b></p>
006	<p><b><u>To receive an update on discussions with HR consultant and agree actions</u></b></p> <p>The Town Clerk advised that the contractor, James Corrigan of Council HR and Governance Support, was unable to conduct a meeting with the Council employees until 2024. It was advised that the consultant would need to stay overnight whilst conducting the work and this would increase the cost beyond what had been anticipated.</p> <p>It was agreed that the Council would look at more local firms to keeps costs to a minimum.</p> <p>Cllr Hobbs advised that legal firms offer consultation. Cllr Hobbs also advised that he may know of someone who completed work recently for West Norfolk Mind and would provide the information to the Town Clerk.</p>
	Meeting closed: 6:13pm
	<b>SIGNED</b>
	<b>DATE</b>