

**Downham Market Town Council
Human Resources Committee Meeting
Tuesday 21 November 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, Incorvaia (left at item 004.1) & B Moyses (5)</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 Hobbs had given apologies as he was on holiday. This was accepted.</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 13 November 2023</u></p> <p>Proposed – Cllr Incorvaia Seconded –Cllr Buxton</p> <p>It was resolved:</p> <p>‘That the minutes of the meeting held on 13 November 2023 be approved as a true and accurate record.’</p> <p>All In Favour</p>
004	<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 Incorvaia</p> <p>It was resolved:</p> <p>‘That members of the press and public be excluded whilst information pertaining to recruitment and staff matters is discussed.’</p>

004.2	<p>All In Favour</p> <p>The meeting went into confidentiality.</p> <p>The Chair changed the order of the meeting so that 004.2 was discussed before 004.1.</p> <p><u>To receive an update on staff recruitment</u></p> <p>Members were advised that the new full time Caretaker had accepted the offer as had the new fixed term contract Caretaker. Start date for both is 01 December 2023.</p>
004.1	<p><u>To discuss staffing matters</u></p> <p>Members discussed the outcome of the investigation meeting on Thursday 16 November 2023.</p> <p>Members received an update on staff absence.</p> <p><u>To receive an update on staff recruitment</u></p> <p>Members were advised that the new full time Caretaker had accepted the offer as had the new fixed term contract Caretaker. Start date for both is 01 December 2023.</p> <p>Cllr Incorvaia left the meeting.</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 Jordan Seconded –Cllr B Moyses</p> <p>It was resolved:</p> <p>‘That the way forward was agreed following the investigation into work expectations.’</p> <p>All In Favour</p>
	Meeting closed: 6:31pm
	SIGNED
	DATE