

**Downham Market Town Council  
Human Resources Committee Meeting  
Tuesday 23 April 2024 at 5:45pm**

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

Evacuation procedures were advised.  
Members were reminded to switch off mobile phones.

	<p><b>Present</b></p> <p>Committee Vice Chair – Cllr Buxton</p> <p>Committee Members - Cllrs Daymond, Hobbs, B Moyses &amp; Sharman (5)</p> <p>There were no members of the public present.</p> <p>Cllr Buxton took the minutes of this meeting in the absence of the Town Clerk.</p>
001	<p><b><u>To receive Members’ Apologies for Absence</u></b></p> <p>There were no apologies for absence received.</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 29 February 2024</u></b></p> <p><b>Proposed – Cllr Daymond                      Seconded –Cllr Buxton</b></p> <p>It was resolved:</p> <p><b>‘That the minutes of the meeting held on 29 February 2024 be approved as a true and accurate record.’</b></p> <p><b>All in favour</b></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><b>Proposed – Cllr Sharman                      Seconded –Cllr Daymond</b></p> <p><b>It was resolved:</b></p>

	<p><b>‘That members of the press and public be excluded whilst information pertaining to staff matters is discussed.’</b></p> <p><b>All in favour</b></p> <p>The meeting went into confidentiality.</p>
004.1	<p><b><u>To discuss staffing matters</u></b></p> <p>Members discussed an issue which happened between staff members and a Councillor recently. 2 members of the Committee were given an opportunity to read correspondence regarding this as there had been a continual flow of it over the last few days. After a period of discussion, it was suggested that a public apology could be made at Full Council by the Councillor involved to the staff members, highlighting the Code of Conduct and responsibilities in holding a position in public office/local government.</p> <p>Members discussed documentation received about 2 members of staff following Occupational Health reports. Members wished one member of staff all the best for a speedy recovery and another member of staff that we are very pleased to see they have made progress and happy they feel ready to return to full time duties, commencing at a time deemed appropriate with the staff member and the Clerk.</p> <p>It was suggested that Council purchase 2 bodycams considering a recent incident following a member of staff who was approached by a member of public as their behaviour was deemed threatening and unacceptable, making the staff member feeling unsafe.</p>
004.2	<p><b><u>To discuss staff recruitment</u></b></p> <p>Council have received some job Applications for the Caretaker role which is currently advertised. It was suggested that 2 Councillors within the HR Committee would carry the interviews out alongside the Town Clerk and to await the Town Clerk’s direction.</p>
004.3	<p><b><u>To receive Town Clerk recommendation following appraisals</u></b></p> <p>Due to recent events this wasn’t explored as much as it would have been however Cllr Buxton mentioned that a member of staff raised in their appraisal that they felt a Councillor had spoken to them inappropriately while on duty.</p> <p>It was reinforced by the Vice Chair that this is not acceptable and the staff member was praised for highlighting it to the Town Clerk.</p>
004.4	<p><b><u>To discuss solicitors advice regarding court action relating to libel</u></b></p> <p>This was discussed following information received from the Town Clerk. A letter had already been authorised by the Clerk and 2 non HR Committee Councillors who</p>

	<p>attended a meeting with a solicitor. In light of this information, it was suggested that it be left at this pending any further discussions.</p> <p><b>Proposed – Cllr Sharman                      Seconded –Cllr Daymond</b></p> <p><b>It was resolved:</b></p> <p><b>‘That all information pertaining to staff matters had been discussed and therefore the Committee should come out of confidentiality.’</b></p> <p><b>All in favour</b></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 Hobbs                      Seconded –Cllr Sharman</b></p> <p>It was resolved:</p> <p><b>‘That HR Committee suggest to the Councillor involved that the way forward could be to make a public apology at a Full Council meeting due to a breach of conduct (LGA Model Councillor Code of Conduct 2020) points 1.1, 1.2 and 2.1, 2.2 and 2.3. If this was not to be agreed, it would be suggested to the members of staff that an investigation would be put to the Monitoring Officer at the Borough Council of King’s Lynn and West Norfolk via a Code of Conduct.’</b></p> <p><b>All in favour</b></p> <p><b>Proposed – Cllr Sharman                      Seconded –Cllr Buxton</b></p> <p>It was resolved:</p> <p><b>‘That Council purchase 2 body cameras for the Maintenance / Caretaker team to wear whilst on duty following a recent incident with a member of the public who’s actions were deemed threatening and inappropriate.’</b></p> <p><b>All in favour</b></p> <p><b>Proposed – Cllr Sharman                      Seconded –Cllr Buxton</b></p> <p>It was resolved:</p> <p><b>‘That 2 members of HR committee carry out interviews for the Caretaker role alongside the Town Clerk, subject to her direction in arranging this.’</b></p> <p><b>All in favour</b></p>

	<p><b>Proposed – Cllr Sharman                      Seconded – Cllr B Moyses</b></p> <p>It was resolved:</p> <p><b>‘That following a letter being sent out by a Solicitor, approved by the Clerk and 2 Councillors, at this time no more action will be taken by the Human Resources Committee.’</b></p> <p><b>All in favour</b></p>
	Meeting closed: 7:30pm
	<b>SIGNED</b>
	<b>DATE</b>