

**Downham Market Town Council
Human Resources Committee Meeting
Tuesday 18 July 2023 at 6pm**

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

	<p>Present</p> <p>Committee Chair – Cllr Marsay</p> <p>Committee Members - Cllrs Daymond, Incorvaia & Jordan (4)</p> <p>Town Clerk – Ms C Dornan</p> <p>There were 0 members of the public present</p>
001	<p><u>To receive Members’ Apologies for Absence</u></p> <p>An apology was received from Cllr Buxton who had work commitments.</p> <p>An apology was received from Cllr B Moyses however no reason was given.</p> <p>These apologies were accepted.</p>
002	<p><u>To receive Members’ Declarations of Interest</u></p> <p>There were no declarations made.</p>
003	<p><u>To approve the minutes of the meeting held on 20 June 2023</u></p> <p>Proposed – Cllr Incorvaia Seconded –Cllr Jordan</p> <p>It was resolved:</p> <p>‘That the minutes of the meeting held on 20 June 2023 be approved as a true and accurate record.’</p> <p>All In Favour</p>
004	<p><u>To discuss Business Contingency Planning</u></p> <p>Members discussed alternative venues for the Admin Team to work if the Town Council Offices were closed. Assuming the team were happy to work from home, this is an option.</p>

	<p>It was suggested that the Council should consider installing WiFi at the JCC. This would give an alternative location for the team to work. It would also allow for Full Council to meet, if the Town Hall was unavailable.</p> <p>Members questioned what the tolerable disturbances were and what would cause the Town Hall or Jubilee Community Centre to close.</p> <p>Members questioned if a selection of Councillors could be keyholders, as long as they received training and risk assessment.</p> <p>It was suggested that a telephone cascade list be created so that there was a list of Councillors willing to assist when the staff were unavailable such as an emergency on a Sunday when the staff are off duty.</p> <p>Members agreed it was important that staff were trained in all areas to ensure that there was the ability to cover in times of absence.</p> <p>It was agreed that the suggestions made would be given to the Governance Committee.</p>
<p>005</p> <p>005.1</p>	<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 Marsay 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> <p>All In Favour</p> <p><u>To discuss the Maintenance Officer interviews held on 14 July 2023</u></p> <p>Three candidates were offered an interview. Two candidates were available on the interview date offered.</p> <p>It was noted that 3 candidates sent in CVs which were specifically stated as not acceptable.</p> <p>The outcome of the interviews:</p> <p>Candidate A – Lots of technical experience including administration. Query whether overqualified.</p> <p>Candidate B – Weak interview with health and safety concerns over existing methods of work.</p>

005.2	<p><u>To discuss staffing matters</u></p> <p>Staff health was discussed.</p> <p>Lone working concerns were discussed.</p> <p>The meeting came out of confidentiality.</p>
006	<p><u>To recommend the recruitment of the new Maintenance Officer along with terms and conditions</u></p> <p>Further to the discussion under Confidentiality.</p> <p>Proposed – Cllr Marsay Seconded –Cllr Jordan</p> <p>It was resolved:</p> <p>‘That it be recommended to Full Council that candidate A be offered the role of Maintenance Officer, subject to satisfactory references, medical and Enhanced DBS on spinal column point 12.’</p> <p>All In Favour</p>
007	<p><u>To agree actions following discussion regarding staffing matters</u></p> <p>Proposed – Cllr Incorvaia Seconded –Cllr Daymond</p> <p>It was resolved:</p> <p>‘That the Human Resources Committee recommend a Lone Worker Policy to Governance Committee.’</p> <p>All In Favour</p> <p>Further to the discussion under Confidentiality.</p> <p>Proposed – Cllr Jordan Seconded –Cllr Incorvaia</p> <p>It was resolved:</p> <p>‘That the Administrator, following a very successful probation review, receive a salary uplift of 2 spinal column points.’</p> <p>All In Favour</p>

	<p>Members discussed the benefits of membership to the Society of Local Council Clerks (SLCC) which is due for renewal in August 2023. This included the benefits of training, guidance and advice.</p> <p>Proposed – Cllr Marsay Seconded –Cllr Incorvaia</p> <p>It was resolved:</p> <p>‘That the Council pay the annual renewal of the Society of Local Council Clerks (SLCC)membership for the Clerk at a cost of £337.’</p> <p>All In Favour</p>
	Meeting closed: 6:35pm
	SIGNED
	DATE