

**Downham Market Town Council
Human Resources Committee Meeting
Thursday 21 September 2023 at 9am**

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

	<p>Present</p> <p>Committee Chair – Cllr Marsay</p> <p>Committee Members - Cllrs Buxton 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 Daymond who had personal commitments.</p> <p>This apology was 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 18 July 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 18 July 2023 be approved as a true and accurate record.’</p> <p>3 In Favour</p> <p>1 Abstention - Cllr Buxton was not present at the last meeting</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 Incorvaia Seconded –Cllr Jordan</p> <p>It was resolved:</p>

<p>004.1</p> <p>004.2</p> <p>004.3</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>The meeting went into confidentiality.</p> <p><u>To discuss the Maintenance Officer vacancy</u></p> <p>Councillors discussed the recent job offer which had been retracted as satisfactory references had not been received.</p> <p>No contact has since been received from the applicant following correspondence on the matter. Documents held as part of the recruitment process are to be destroyed.</p> <p><u>To discuss staffing matters</u></p> <p>The following matters were discussed:</p> <p>Staff health; Staff training Uniform and car park safety Pending trade union approved pay award Roles and responsibilities; Appraisals, 1:1s and staff sickness Completed Enhanced DBS checks on Council staff Current hours worked by the Deputy Clerk & Town Clerk Email from hirer regarding their booking on Tuesday 12 September 2023 Email from Cllr regarding Full Council meeting on Tuesday 19 September 2023</p> <p><u>To receive request to purchase additional annual leave</u></p> <p>Request received from Town Clerk to purchase a week’s annual leave to take in February 2024.</p> <p>The meeting came out of confidentiality.</p>
<p>005</p>	<p><u>To agree actions following discussion regarding Maintenance Officer vacancy</u></p> <p>Further to the discussion under Confidentiality.</p> <p>Proposed – Cllr Marsay Seconded –Cllr Incorvaia</p> <p>It was resolved:</p> <p>‘That it be recommended to Full Council that a Caretaker role be advertised, working 39 hours a week including 30-minute paid break, with the following shift pattern:</p>

	<p>Additional paid ad hoc project days for the Deputy Clerk for specific Town Clerk led work.</p> <p>A referral to Full Council to organise a Cllr Keyholder list to relieve the strain on staff.</p> <p>A referral to Property Committee to discuss minimum booking periods at the Jubilee Community Centre, as there is no office for staff to remain on site and travel time is causing some bookings to be loss making when taking into account staff time walking between venues. Also weather constraints should be taken into account.</p> <p>A recommendation to Full Council to consider a Maintenance contract.'</p> <p>All In Favour</p>
007	<p><u>To agree actions following request to purchase additional annual leave</u></p> <p>Further to the discussion under Confidentiality.</p> <p>Proposed – Cllr Marsay Seconded –Cllr Incorvaia</p> <p>It was resolved:</p> <p>'That the Human Resources Committee decline the request from the Town Clerk to purchase annual leave, however allow accrued Annual Leave to be use in February 2024 and approve the payment to the Deputy Clerk to cover the period of absence.'</p> <p>All In Favour</p>
	Meeting closed: 10:32am
	SIGNED
	DATE