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

	Present
	Committee Chair – Cllr Marsay
	Committee Members - Cllrs Buxton Incorvaia & Jordan (4)
	Town Clerk – Ms C Dornan
	There were 0 members of the public present
001	To receive Members' Apologies for Absence
	An apology was received from Cllr Daymond who had personal commitments.
	This apology was accepted.
002	To receive Members' Declarations of Interest
	There were no declarations made.
003	To approve the minutes of the meeting held on 18 July 2023
	Proposed – Cllr Incorvaia Seconded –Cllr Jordan
	It was resolved:
	'That the minutes of the meeting held on 18 July 2023 be approved as a true and accurate record.'
	3 In Favour
	1 Abstention - Cllr Buxton was not present at the last meeting
004	Confidential Items To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press
	Proposed – Cllr Incorvaia Seconded –Cllr Jordan
	It was resolved:

'That members of the press and public be excluded whilst information pertaining to recruitment and staff matters is discussed.'

All In Favour

The meeting went into confidentiality.

004.1 To discuss the Maintenance Officer vacancy

Councillors discussed the recent job offer which had been retracted as satisfactory references had not been received.

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.

004.2 **To discuss staffing matters**

The following matters were discussed:

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

004.3 To receive request to purchase additional annual leave

Request received from Town Clerk to purchase a week's annual leave to take in February 2024.

The meeting came out of confidentiality.

1005 To agree actions following discussion regarding Maintenance Officer vacancy

Further to the discussion under Confidentiality.

Proposed – Cllr Marsay Seconded – Cllr Incorvaia

It was resolved:

'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:

Tuesday 2pm – 9pm

Wednesday 2pm – 9pm

Thursday 2pm – 10pm

Friday 4pm - 12:30am

Saturday 4pm - 12:30am

The role will be subject to satisfactory references, medical and Enhanced DBS on spinal column point 10.'

All In Favour

It was acknowledged that the Town Hall does not often need to be open past 10:30pm however certainty was needed that staff cover was confirmed for those hirers booking until midnight.

To agree actions following discussion regarding staffing matters

Further to the discussion under Confidentiality.

Proposed – Cllr Marsay

Seconded -Cllr Incorvaia

It was resolved:

'That the Human Resources Committee approve:

The purchase of 2 hoodies, 2 t-shirts, 2 trousers and 2 high viz outdoor jackets and trousers with elasticated trouser cuffs for the Maintenance Team from uniform supplier Double G.

The purchase of a Cordless Titan drill at a cost of £129.99.

PAT training for Justin Eastman at a cost of £65.00.

The employment of the services of Council HR & Government Support to review the roles and responsibilities of the Council Team at a maximum cost of £2,500.

The instigation of an informal sickness investigation with relevant staff.

The employment the service of Occupational Health to review a member of staff.

The Town Clerk's appraisal taking place on Tuesday 26 September 2023 at 3pm with completion by Cllrs Incorvaia and Jordan.

The payment of overtime / lieu as approved by the Town Clerk, to cover the Town Clerk's annual leave or periods of absence in excess of 1 week.

Additional paid ad hoc project days for the Deputy Clerk for specific Town Clerk led work. A referral to Full Council to organise a Cllr Keyholder list to relieve the strain on staff. 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. A recommendation to Full Council to consider a Maintenance contract.' All In Favour 007 To agree actions following request to purchase additional annual leave Further to the discussion under Confidentiality. Seconded -Cllr Incorvaia Proposed – Cllr Marsay It was resolved: '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.' All In Favour Meeting closed: 10:32am **SIGNED** DATE