

Downham Market Town Council
Minutes of the Human Resources Committee Meeting
Friday 11th March 2022 at 2pm

Present

Chair – Cllr Sharman

Members – Cllrs Pyatt, Jordan

1. To receive Members' apologies for absence

All members were present

2. To receive Members' Declaration of Interest

There were no declarations made

3. To approve the minutes of the meeting on 4th March 2022

Proposed Cllr Sharman Second Cllr Pyatt

The minutes of the meeting held on the 4th of March 2022 were approved.

All in favour

4. Confidential Items to be discussed:

Proposed Cllr Sharman Seconded Cllr Jordan

'That the Press and Public be excluded from this section of the meeting, as per Standing Order 3D due to the confidentiality of the matter being discussed as it relates to employees of the Town Council.'

All In Favour

The meeting went into confidentiality at 2.09pm

4.1 To discuss staffing matters

The HR committee were informed of the latest position on staff matters.

The meeting came out of confidentiality at 2.50pm

5. **To approve the recruitment of a Town Clerk, agree job description and remuneration package**

The job role, terms of reference and remuneration were reviewed and internal recruitment for the post of Town Clerk is recommended.

‘That the Human Resources Committee recommend to Full Council, that the recruitment process of the new Town Clerk be made by internal advertisement only.’

Proposed Cllr Pyatt Seconded Cllr Jordan

All In Favour

6. **To approve the recruitment of 1 Maintenance Officer, agree job description and remuneration package**

Proposed Cllr Sharman Seconded Cllr Pyatt

That the Human Resources Committee recommend, to the Full Council that the attached job description and remuneration package be advertised externally to start the recruitment process for one Maintenance Officer.

All In Favour

7. **To agree the date of next meeting**

The date for the next meeting is to be confirmed, the meeting closed at 3.35pm

Signed

Date