

DOWNHAM MARKET HUMAN RESOURCES COMMITTEE
MINUTES OF THE MEETING HELD ON FRIDAY 20 JANUARY 2023 AT 2:00PM

This meeting was held at 15 Paradise Road, Downham Market PE38 9HS

	<p>Present</p> <p>Committee Vice Chair – Cllr Jordan</p> <p>Committee Members - Cllrs Doyle (Arrived 2:13pm), Hobbs and Marsay (Arrived at 2:40pm)</p> <p>Non-Committee Attendee – Cllrs Lane, Leivers (until item 004), S Moyses and Wiles</p> <p>Town Clerk – Claire Dornan</p> <p>There were no members of the public present</p>
	<p>Cllr Sharman (Chair) and Cllr Incorvaia (Committee Member) had resigned from the Council in December 2022. Cllr Jordan stood in as Chair.</p>
1	<p><u>To receive Members’ Apologies for Absence</u></p> <p>There were no apologies required as all members were present.</p>
2	<p><u>To receive Members’ Declarations of Interest</u></p> <p>There were no declarations of interest made.</p>
3	<p><u>To approve the minutes of the meeting held on 02 December 2022</u></p> <p>Proposed – Cllr Jordan Seconded –Cllr Doyle</p> <p>‘That the minutes for the meeting held on 02 December 2022 be approved as a true record of the meeting.’</p> <p>All In favour</p>
4	<p>To fill the vacancy on the Human Resources Committee by co-option</p> <p>Cllrs Buxton, Lane, Leivers, Marsay, S Moyses and Wiles had applied prior to the meeting to be a member of the Human Resources Committee.</p> <p>Those present also gave an overview of their application at the meeting.</p> <p>Non-Committee members left the room whilst members discussed the candidates.</p>

7	<p><u>To receive an update on staff and Cllr Training and agree any actions</u></p> <p>Members were advised that all staff bar one Maintenance Office had completed all their training. This had been delayed due to sickness.</p> <p>The training is due to be completed Week Commencing 23 January 2023.</p>
8	<p><u>To discuss staff hours and agree any actions</u></p> <p>It was noted that the Town Clerk continues to work 60+ hours per week.</p> <p>Anna Incorvaia has offered to volunteer her time to assist the Town Clerk whilst a Deputy Clerk is recruited.</p> <p>Proposed – Cllr Jordan Seconded – Cllr Doyle</p> <p>‘That Anna Incorvaia be approved to volunteer, subject to a non-disclosure agreement / confidentiality agreement being signed.</p> <p>All In Favour</p> <p>The Town Clerk was instructed to not work over 21 & 22 January 2023 so that there was a break in hours worked.</p> <p>A Volunteers Policy will need to be prepared.</p>
9	<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 Jordan Seconded – Cllr Hobbs</p> <p>‘That members of the press and public be excluded whilst information pertaining to staff is discussed.’</p> <p>All In Favour</p> <p>009.1 <u>To receive staff probationary report</u></p> <p>The Town Clerk read out the probation report for the Administrator.</p> <p>009.2 <u>To discuss staff concerns</u></p> <p>The Town Clerk advised that Cllr Lawson had emailed stating that he had reported her and The Mayor to the police under the Malicious Communications Act due to the censure which the Town Council instructed. No contact had been received from the Police to date.</p>

	SIGNED
	DATE