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

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

Human Resources Committee Meeting – 20 January 2023

	Proposed – Clir Hobbs Seconded –Clir Doyle
	'That Councillors Leivers and Marsay be co-opted onto the Human Resources Committee.'
	All In favour
	Cllr Jordan telephoned Cllr Marsay to invite her to join the meeting.
	Cllr Marsay joined the meeting at 2:40pm.
5	To discuss the Skyguard contract and agree actions
	In consultation with the Maintenance Officers and Jubilee Community Centre Caretaker, it was agreed that the team were not using the Skyguard personal alarm as intended. The team felt their mobiles were sufficient protection.
	Proposed – Clir Jordan Seconded – Clir Hobbs
	'That the Skyguard Contract be cancelled with immediate effect.'
	All In Favour
6	To receive recruitment update and agree actions
	There had been no applications received for the role of Deputy Clerk.
	There had been verbal interest in the position of Deputy Clerk if the role was part-time, 3 days a week.
	The Committee discussed the possibility of the role being part-time however were concerned that there would be insufficient cover if the Town Clerk was off on long term sick, maternity leave or similar.
	Members discussed putting out an advert for a Deputy Clerk in the EDP, at the Job Centre and on social media, in addition to an Administrator willing to train for the role of Deputy Clerk and complete their CiLCA within 2 years. This would allow the Council the best opportunity to find an appropriate candidate for the role.
	Proposed – Clir Doyle Seconded – Clir Marsay
	'That the Town Clerk prepare and submit a job advert for the Full Time role of Deputy Clerk and Full Time role of Administrator, willing to train for their CiLCA. These adverts are to be placed in the EDP, Job Centre and on social media.'
	All In Favour

7	To receive an update on staff and Cllr Training and agree any actions
	Members were advised that all staff bar one Maintenance Office had completed all their training. This had been delayed due to sickness.
	The training is due to be completed Week Commencing 23 January 2023.
8	To discuss staff hours and agree any actions
	It was noted that the Town Clerk continues to work 60+ hours per week.
	Anna Incorvaia has offered to volunteer her time to assist the Town Clerk whilst a Deputy Clerk is recruited.
	Proposed – Cllr Jordan Seconded – Cllr Doyle
	'That Anna Incorvaia be approved to volunteer, subject to a non-disclosure agreement / confidentiality agreement being signed.
	All In Favour
	The Town Clerk was instructed to not work over 21 & 22 January 2023 so that there was a break in hours worked.
	A Volunteers Policy will need to be prepared.
9	Confidential Items To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press
	Proposed – Clir Jordan Seconded – Clir Hobbs
	'That members of the press and public be excluded whilst information pertaining to staff is discussed.'
	All In Favour
009.1	To receive staff probationary report
	The Town Clerk read out the probation report for the Administrator.
009.2	To discuss staff concerns
	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.

	The Town Clerk noted that correspondence about her had been sent by Cllr Lawson, via personal email, to the Vice Chair of HR, Cllr Jordan, to his personal email address. It appeared to be a complaint about the Town Clerk. After this was challenged, Cllr Lawson had confirmed that the email had been sent to the wrong person and was not a complaint.
	The Maintenance Officers have concerns over the way they have been spoken to recently by customers of the Town Council.
	There had been a comment in a Market Trader's meeting that a member of staff had discussed financial information relating to a customer on the market which is not within their job remit. A formal complaint was suggested by the individual however nothing had been received prior to this meeting.
	The Committee members came out of confidentiality.
009.1	To receive staff probationary report
	Proposed – Cllr Jordan Seconded – Cllr Hobbs
	'That the Administrator be signed off their probation period as at 31 January 2023.'
	All In Favour
009.2	To discuss staff concerns
	Proposed – Cllr Jordan Seconded – Cllr Hobbs
	'That a Confidentiality Policy be prepared by the Town Clerk and signed by all members of staff.'
	All In Favour
10	To submit items for next agenda
	To discuss staff move to the Town Hall To discuss continuity of service during staff move To receive an update on recruitment
13	To confirm the date of the next meeting
	The next Human Resources Committee meeting was agreed as Friday 24 February 2023 at 2pm at the Town Council Offices.
	Meeting closed: 3.51pm

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