

**Downham Market Town Council
Human Resources Committee Meeting
Thursday 08 February 2024 at 5pm**

This meeting was held at Downham Market Town Hall, Downham Market PE38 9DW

Evacuation procedures were advised.
Members were reminded to switch off mobile phones.

	<p>Present</p> <p>The Mayor – Cllr Doyle</p> <p>Committee Chair – Cllr Jordan</p> <p>Committee Members - Cllrs Buxton, Daymond & Hobbs</p> <p>Non Committee Members – Cllrs Brewer, Lane & Sharman (until agenda item 004)</p> <p>Town Clerk – Ms C Dornan</p> <p>There were no members of the public present</p>
001	<p><u>To receive Members’ Apologies for Absence</u></p> <p>An email was sent on 08 February 2024 at 4:33pm by Cllr B Moses, however this was not read until after the meeting.</p> <p>‘I am unable to attend the HR meeting and property committee meeting this evening Cllr Bet Moses.’</p>
002	<p><u>To receive Members’ Declarations of Interest</u></p> <p>No declarations of interest were made.</p>
003	<p><u>To approve the minutes of the meeting held on 12 December 2023</u></p> <p>Proposed – Cllr Jordan Seconded –Cllr Buxton</p> <p>It was resolved:</p> <p>‘That the minutes of the meeting held on 12 December 2023 be approved as a true and accurate record.’</p> <p>All In Favour</p>

004	<p><u>To co-opt a committee member following the committee resignation of Cllr Incorvaia</u></p> <p><u>Cllrs Lane and Sharman expressed an interest in joining the Committee.</u></p> <p>Proposed – Cllr Jordan Seconded –Cllr Hobbs</p> <p>It was resolved:</p> <p>‘That Cllr Sharman be invited to join the Committee.’</p> <p>All In Favour</p>
005	<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 Sharman</p> <p>It was resolved:</p> <p>‘That members of the press and public be excluded whilst information pertaining to staff matters is discussed.’</p> <p>All In Favour</p> <p>The meeting went into confidentiality.</p> <p>Cllrs Brewer and Lane were invited to remain in the meeting to discuss the complaint received. After this matter was discussed they left the meeting.</p> <p>005.1 <u>To discuss staffing matters</u></p> <p>Matter pertaining to staff were discussed.</p> <p>005.2 <u>To discuss staff training</u></p> <p>Members ran out of time to discuss this item and it was decided to roll this matter to the next meeting.</p> <p>005.3 <u>To discuss Councillor training</u></p> <p>Members ran out of time to discuss this item and it was decided to roll this matter to the next meeting.</p> <p>The meeting came out of confidentiality.</p>

006	<p><u>To agree actions required following discussions within confidentiality</u></p> <p>Proposed – Cllr Jordan Seconded –Cllr Sharman</p> <p>It was resolved:</p> <p>‘That:</p> <p>A reply be sent in response to the complaint about an alleged breach of Data Protection in March 2023 advising that following a thorough investigation having been completed that no fault by Council staff was found.</p> <p>Governance Committee be requested to write an Enhanced DBS Policy Statement.</p> <p>That an Occupation Health Referral be booked for the member of staff on long term sick leave.</p> <p>That compassionate leave of 5 days be provided to the Town Clerk for the absence between 18 January 2024 – 24 January 2024.</p> <p>That all staff be authorised to roll 5 days Annual Leave into 2024/2025, including the Deputy Clerk, who would usually be allowed the pro rata value.</p> <p>That the Maintenance Officers be provided with a £40 annual shoe allowance so that they can choose a style which is comfortable for them but meet PPE requirements.’</p> <p>All In Favour</p>
	Meeting closed: 6:03pm
	SIGNED
	DATE