

Downham Market Town Council  
Minutes of the Human Resources Committee Meeting  
Friday 4<sup>th</sup> March 2022 at 2pm

**Present**

Chair - Cllrs 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 15 February 2022**

The minutes of the meeting held on the 15<sup>th</sup> February 2022 could not be approved as 4 out of 5 of the members had resigned as councillors. Cllr Sharman was at the meeting he wanted it noted the minutes are a true and accurate record of that meeting.

4. **Confidential Items to be discussed :**

**Proposed Cllr Pyatt                      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 2.12pm

**4.1 To discuss staff complaints / grievances**

The HR committee were informed of the latest position on staff grievances and complaints.

**4.2 To discuss existing staff contract change implementation**

The Acting Clerk was asked to obtain a copy of the contract that staff had been asked to sign so the matter could be discussed further

**4.3 To discuss and agree remuneration of Acting Town Clerk and RFO**

**Proposed Cllr Pyatt                      Seconded Cllr Jordan**

**‘That the proposed remuneration be agreed for the Acting Town Clerk and RFO.’**

**All In Favour**

**4.4 To discuss and agree remuneration of Senior Administrator during step – up period**

**Proposed Cllr Pyatt                      Seconded Cllr Jordan**

**‘That the proposed remuneration be agreed for the Senior Administrator.’**

**All In Favour**

**4.5 To review and agree the salaries of existing Maintenance Officers**

**Proposed Cllr Pyatt                      Seconded Cllr Sharman**

**‘That the salaries of all existing Maintenance Officers be standardised at pay point 17.’**

**All In Favour**

The meeting came out of confidentiality at 2.35pm

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

The draft advert and job role was reviewed.

**Proposed Cllr Pyatt                      Seconded Cllr Jordan**

**‘That the decision of recruitment of Town Clerk be deferred until the next meeting of Human Resources to allow for further investigation.’**

**All In Favour**

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

The draft advert and job role was reviewed.

**Proposed Cllr Sharman                      Seconded Cllr Pyatt**

**‘That the decision of recruitment of Maintenance Officer be deferred until the next meeting of Human Resources to allow for further investigation.’**

**All In Favour**

**7. To approve the recruitment of 0.5 FTE Maintenance Officer, agree job description and remuneration package**

Proposed Cllr Sharman                      Seconded Cllr Jordan

**‘That recruitment of 0.5 FTE Maintenance Officer not proceed until a staffing review is completed.’**

**All In Favour**

**8. To review and agree training package for existing staff**

Proposed Cllr Pyatt                      Seconded Cllr Jordan

**‘That the training proposal as presented be approved and the budget is agreed.’**

**All In Favour**

**9. To discuss and agree Home Working Policy**

Proposed Cllr Sharman                      Seconded Cllr Jordan

**‘That home working is not agreed as standard and is subject to individual circumstances and it is requested that all staff return to the office.’**

**All In Favour**

**10. To discuss and agree annual leave roll over for 2021/2022 leave year**

Proposed Cllr Sharman                      Seconded Cllr Jordan

**‘That the Acting Clerk be given the discretion to roll over staff leave in excess of 5 days for the period of 2021/2022.’**

**All In Favour**

**11. To discuss and agree timescales for staff appraisals**

Proposed Cllr Sharman                      Seconded Cllr Pyatt

**‘That staff appraisals be managed by the Town Clerk and resume from June 2022.’**

**All In Favour**

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

The date for the next meeting is Friday 11<sup>th</sup> March 22 at 2pm in the Town Council Office.

Meeting closed at 3.12pm

Signed

Date