

Minutes of the meeting of the Human Resources Committee

Held on Friday 15th July 2022 at 2.00pm

Present: Cllrs Sharman (Chair), Jordan, Incorvaia, Doyle

Town Clerk, Graham Spark

1	To receive Members' apologies for absence – There were none. Cllr Hobbs was absent
2	To receive Members' Declarations of Interest – None declared.
3	To approve the minutes of the meeting of 24th June 2022 Proposed: Cllr Incorvaia Seconded: Cllr Jordan All in favour 'That the minutes of the meeting of 24 th June 2022 be approved'
4	Confidential items Proposed Cllr Sharman Seconded Cllr Incorvaia '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 2.10pm 4.1 The Committee received an update on the new Market Porter role 4.2 The Committee received an update on the recruitment of a Maintenance Officer 4.3 The Committee reviewed the Staff Handbook and wishes to adopt it 4.4 The Committee received an update on staffing issues 4.5 The Committee reviewed the Administrator job role and wished to make a resolution 4.6 The Committee discussed and wished to make a resolution on staff lieu time payments. The Committee came out of Confidentiality at 2.51pm 4.3 'The Human Resources Committee approve the adoption of the staff handbook' Proposed Cllr Sharman Seconded Cllr Incorvaia All in favour 4.5 'The Human Resources Committee accept the revised Administrator job description. The job title is to remain unchanged this will be reviewed at a later date' Proposed Cllr Incorvaia Seconded Cllr Sharman All in favour 4.6 'The Human Resources Committee understand the difficulties in taking time off in lieu and agree to make a payment to cover the staff accumulated additional hours. The members authorise the Clerk to present this to staff' Proposed Cllr Jordan Seconded Cllr Sharman All in favour

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Date of next meeting The date of the next meeting is to be confirmed

Meeting Closed 4.05pm

Signed

Date