## Minutes of the meeting of the Human Resources Committee

## Held on Friday 30<sup>th</sup> September 2022 at 3.00pm

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

Town Clerk, Graham Spark Deputy Clerk, Claire Dornan (Item 4.4)

	Departy cierk, claire bornair (term 4.4)
1	To receive Members' apologies for absence – None Cllr Hobbs absent
2	To receive Members' Declarations of Interest – None declared.
3	To approve the minutes of the meeting of 26 <sup>th</sup> August 2022  Proposed: Cllr Sharman Seconded: Cllr Jordan All in favour
	'That the minutes of the meeting of 26 <sup>th</sup> August 2022 be approved'
4	Confidential items
	Proposed Cllr Sharman Seconded Cllr Doyle
	'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 3.05pm
	4.1 The Committee were update on staffing matters
	Information has been redacted as it is personal specific.
	4.3 The Committee received an update on the recruitment of a Market Porter
	Information has been redacted as it is personal specific.
	The Committee came out of Confidentiality at 3.35pm
	4.2 'The Human Resources Committee asked the Clerk to prepare a new contract for the Administrator to reflect that the post would move from full to part time position this would be reviewed at the next meeting with a proposed implementation date of 1 Nov 22
	Proposed Cllr Sharman Seconded Cllr Incorvaia All in favour
	The Deputy Clerk joined the meeting and took the minutes for Item 4.4.
	4.4 The Committee discussed the Town Clerk's probationary period.
	Information has been redacted as it is personal specific.
	The Committee resolved:
	Proposed Cllr Sharman Seconded Cllr Jordan
1	

	All In Favour  The Deputy Clerk left the meeting.
	4.5 The committee authorised the Town Clerk to make overtime payments to staff to cover periods of staff sickness when necessary.
	Proposed Cllr Jordan Seconded Cllr Incorvaia All in favour
	4.6 The committee reviewed the Bullying and Harassment Policy and recommend its adoption by Full Council
	Proposed Cllr Incorvaia Seconded Cllr Jordan All in favour
	Date of next meeting The next meeting will be held on the 14 <sup>th</sup> October 2022 in the TCC
	Meeting Closed 3.57pm
	Signed Date