

## 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)

1	<b>To receive Members' apologies for absence</b> – None Cllr Hobbs absent
2	<b>To receive Members' Declarations of Interest</b> – None declared.
3	<b>To approve the minutes of the meeting of 26<sup>th</sup> August 2022</b> <b>Proposed:</b> Cllr Sharman <b>Seconded:</b> Cllr Jordan <b>All in favour</b> 'That the minutes of the meeting of 26 <sup>th</sup> August 2022 be approved'
4	<b>Confidential items</b> <b>Proposed Cllr Sharman   Seconded Cllr Doyle</b> <b>'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.'</b> <b>All in favour</b> The meeting went into confidentiality at 3.05pm 4.1 The Committee were update on staffing matters <b>Information has been redacted as it is personal specific.</b> 4.3 The Committee received an update on the recruitment of a Market Porter <b>Information has been redacted as it is personal specific.</b> 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 <b>Proposed Cllr Sharman      Seconded   Cllr Incorvaia      All in favour</b> <b>The Deputy Clerk joined the meeting and took the minutes for Item 4.4.</b> 4.4 The Committee discussed the Town Clerk's probationary period. <b>Information has been redacted as it is personal specific.</b> The Committee resolved: <b>Proposed Cllr Sharman      Seconded Cllr Jordan</b>

