

DOWNHAM MARKET HUMAN RESOURCES COMMITTEE
MINUTES OF THE MEETING HELD ON FRIDAY 02 DECEMBER 2022 AT 2:00PM

This meeting was held at 15 Paradise Road, Downham Market PE38 9HS

	<p>Present</p> <p>Committee Chair – Cllr Sharman</p> <p>Committee Members - Cllrs Doyle, Incorvaia and Jordan</p> <p>Non-Committee Attendee – Cllr Hobbs</p> <p>Acting Town Clerk – Claire Dornan</p> <p>There were no members of the public present</p>
1	<p><u>To receive Members’ Apologies for Absence</u></p> <p>There were no apologies required as all members were present.</p>
2	<p><u>To receive Members’ Declarations of Interest</u></p> <p>There were no declarations of interest made.</p>
3	<p><u>To approve the minutes of the meeting held on 21 October 2022</u></p> <p>Proposed – Cllr Sharman Seconded –Cllr Doyle</p> <p>‘That the minutes for the meeting held on 21 October 2022 be approved as a true record of the meeting.’</p> <p>All In favour</p>
4	<p><u>To fill the vacancy on the Human Resources Committee by co-option</u></p> <p>Cllr Hobbs was the only Councillor to apply to be a member of the Human Resources Committee.</p> <p>Proposed – Cllr Sharman Seconded –Cllr Incorvaia</p> <p>‘That Councillors Hobbs be co-opted onto the Human Resources Committee.’</p> <p>All In favour</p>

5	<p><u>To discuss staff over-time and agree actions</u></p> <p>Members discussed the current lieu position of the Administrator (37.5 hours) and the Acting Town Clerk (In excess of 80 hours).</p> <p>The Administrator had asked for payment.</p> <p>Proposed – Cllr Jordan Seconded – Cllr Sharman</p> <p>‘That the Administrator be paid for 37.5 hours and clear the lieu position.’</p> <p>All In Favour</p> <p>It was agreed that the Chair and Vice Chair work closely with the Acting Town Clerk to reduce the number of hours that she is working, look at how lieu time can be taken and calculate a payment to clear lieu time, should it be required.</p> <p>The members are concerned by the number of hours that the Acting Town Clerk is working. The Administrator’s hours were related to the Christmas Lights Switch On and would reduce however until a Town Clerk is appointed, the Acting Town Clerk could not reduce her hours. Cllr Incorvaia was concerned about work / life balance.</p>
6	<p><u>To discuss ‘Proof of Life’ requests from residents and agree policy</u></p> <p>Cllr Incorvaia advised that she had completed some research on ‘Proof of Life’ and was concerned that the Council were not insured if a document was signed incorrectly. The Office had received no training on the safety features of a genuine foreign document and it could be easily sign to say a fraudulent document was genuine.</p> <p>The Borough Council of King’s Lynn and West Norfolk offer a document checking service for residents already.</p> <p>Proposed – Cllr Sharman Seconded – Cllr Incorvaia</p> <p>‘That Downham Market Town Council cease, with immediate effect, signing ‘Proof of Life’ documents and refer residents to the Borough Council of King’s Lynn and West Norfolk.’</p> <p>All In Favour</p>
7	<p><u>To receive an update on staff and Cllr Training and agree any actions</u></p> <p>Members were advised that all staff bar one Maintenance Office and one Administrator had completed all their training.</p> <p>Members requested, where possible, that all staff training be completed prior to the Christmas break.</p>

8	<p><u>To review 2023/2024 budget requirements and make any final amendments prior to recommendation to Full Council</u></p> <p>Members discussed the budget requirements and agreed.</p> <table border="0"> <tr> <td>Salaries, PAYE, pensions etc</td> <td>£289,041.17</td> </tr> <tr> <td>Occupational Health</td> <td>£2,000</td> </tr> <tr> <td>Training</td> <td>£5,000</td> </tr> <tr> <td>Uniform</td> <td>£1,000</td> </tr> <tr> <td>Refreshments</td> <td>£150</td> </tr> <tr> <td>Expenses</td> <td>£100 (Car park, petrol)</td> </tr> <tr> <td>Elections</td> <td>£10,000</td> </tr> <tr> <td>Recruitment</td> <td>£1,000</td> </tr> </table> <p>Total £308,291.17</p> <p>It was agreed to freeze the Market Porter recruitment and the part-time Administrator job share.</p> <p>Proposed – Cllr Sharman Seconded – Cllr Jordan</p> <p>‘That a 2023/2024 budget request be made to Full Council totalling £308,291.17.’</p> <p>All In Favour</p>	Salaries, PAYE, pensions etc	£289,041.17	Occupational Health	£2,000	Training	£5,000	Uniform	£1,000	Refreshments	£150	Expenses	£100 (Car park, petrol)	Elections	£10,000	Recruitment	£1,000
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9	<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 Sharman Seconded – Cllr Jordan</p> <p>‘That members of the press and public be excluded whilst information protected under the Data Protection Act is discussed.’</p> <p>All In Favour</p> <p>009.1 To receive staff probationary report</p> <p>The Acting Town Clerk gave an update on the Administrator’s progress. The probationary period is due to end 31 January 2023.</p> <p>009.2 To discuss the interviews held for the position of Town Clerk and Responsible Financial</p> <p>Members discussed the interview of Claire Dornan.</p>																

10	<p><u>To make a recommendation to Full Council on the appointment of the role of Town Clerk and Responsible Financial Officer, including Main Terms of Employment</u></p> <p>It was noted that Full Council did not require a recommendation after their vote on 15 November 2022 where they gave approval to the Human Resources Committee to appoint to the role.</p> <p>Proposed – Cllr Sharman Seconded – Cllr Incorvaia</p> <p>‘That Claire Dornan be offered the role of Town Clerk and Responsible Financial Officer, for immediate start, without a probation period, on salary SCP34 with 30 days annual leave. All other Main Terms of Employment to remain unchanged. This is to be reviewed in April 2023.’</p> <p>All In Favour</p> <p>Cllr Sharman will sign the contract on behalf of the Council.</p>
11	<p><u>To discuss recruitment and agree actions</u></p> <p>Members acknowledged that since the current Deputy Clerk, Claire Dornan, had been offered the Town Clerk and Responsible Financial Officer role, there was a vacancy for a Deputy Clerk, assuming the offer was accepted.</p> <p>Members discussed a potential job advert for the role of Deputy Clerk.</p> <p>Proposed – Cllr Sharman Seconded – Cllr Jordan</p> <p>‘That the role of Deputy Clerk be advertised through Norfolk Parish Training and Support and Norfolk Association of Local Council’s with a deadline of 31 December 2022. 39 Hours, Salary Scale SCP 22 – 28 (£29,439 - £34,723). Interviews to be conducted Week Commencing 09 January 2023 to consist of the Town Clerk and 2 members of the Human Resources Committee.’</p> <p>All In Favour</p>
12	<p><u>To submit items for next agenda</u></p> <p>To discuss the Administrator’s Probation</p>
13	<p><u>To confirm the date of the next meeting</u></p> <p>The next Human Resources Committee meeting was agreed as Friday 20 January 2023 at 2pm at the Town Council Offices.</p>

	Meeting closed: 2.54pm
	SIGNED
	DATE