

**Downham Market Town Council
Human Resources Committee Meeting
Tuesday 14 May 2024 at 6pm**

This meeting was held at Downham Market Town Hall, Bridge Street, Downham Market,
Norfolk PE38 9DW

	<p>Present</p> <p>Committee Members - Cllrs Brewer, Daymond, Leach, B Moyses, Sharman & Wiles (6)</p> <p>Non-Committee Member – Cllr Hobbs (The Mayor) stayed until the end of Item 7.1</p> <p>There was 1 member of the public present.</p>
Notes	<p>As there was no Chair to start the meeting, the Town Clerk addressed the Committee.</p> <p>The Town Clerk reminded Cllrs that confidential information is discussed during a HR Committee meeting and confidential information should not be shared with any non-Committee member or member of the public including family.</p> <p>Cllrs were given a copy of ‘Being a good employer,’ published June 2016 by the National Association of Local Councils.</p> <p>Members were advised of the evacuation procedures from the Assembly Room in the Town Hall.</p> <p>Members were reminded to switch off mobile phones or place them on silent mode.</p>
001	<p><u>To elect a Chair of the Committee</u></p> <p>Proposed – Cllr B Moyses Seconded –Cllr Daymond</p> <p>It was resolved:</p> <p>‘That Cllr Barrie Wiles be elected Chair of Human Resources Committee.’</p> <p>All In Favour</p>
002	<p><u>To elect a Vice Chair of the Committee</u></p> <p>Proposed – Cllr Leach Seconded –Cllr Sharman</p> <p>It was resolved:</p> <p>‘That Cllr Charis Brewer be elected Vice Chair of Human Resources Committee.’</p>

	All In Favour
003	<p><u>To receive Members' Apologies for Absence</u></p> <p>ClIr Leivers gave apologies due to personal commitments.</p>
004	<p><u>To receive Members' Declarations of Interest</u></p> <p>ClIr Brewer made a declaration under agenda item 007.1 and advised that she would leave the room as she knew one of the candidates being discussed.</p>
005	<p><u>To approve the minutes of the meeting held on 25 April 2024</u></p> <p>The Town Clerk noted that the minutes related to a meeting on 23 April 2024, not 25 April 2024.</p> <p>Proposed – ClIr Daymond Secoded –ClIr Sharman</p> <p>It was resolved:</p> <p>'That the minutes of the meeting held on 23 April 2024 be approved as a true and accurate record.'</p> <p>4 In Favour</p> <p>2 Abstention – ClIrs Brewer & Leach (not present at the last meeting)</p>
006	<p><u>To approve the minutes of the meeting held on 07 May 2024</u></p> <p>Proposed – ClIr Daymond Secoded –ClIr Sharman</p> <p>It was resolved:</p> <p>'That the minutes of the meeting held on 07 May 2024 be approved as a true and accurate record.'</p> <p>All In Favour</p>
007	<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>The member of the public left the room.</p> <p>Proposed – ClIr Sharman Secoded –ClIr Daymond</p> <p>It was resolved:</p>

007.1	<p>'That members of the press and public be excluded whilst information pertaining to recruitment and staff matters are discussed.'</p> <p>All in favour</p> <p>The meeting went into confidentiality.</p> <p>Cllr Brewer left the room.</p> <p><u>To receive recommendation from Town Clerk, Cllr Hobbs & Cllr Sharman regarding staff recruitment following interviews held on Friday 03 May 2024</u></p> <p>Members were advised that there had been 4 interviews. The Town Clerk gave an overview of each interview undertaken on 03 May 2024.</p> <p>A candidate was suggested by Cllrs Hobbs & Sharman. The candidate had the agreement of the Town Clerk for the role of Caretaker.</p> <p>Cllr Hobbs left the room.</p> <p>Cllr Brewer re-joined the meeting.</p>
007.2	<p><u>To receive Town Clerk recommendation following appraisals</u></p> <p>The Town Clerk gave an overview of the appraisals completed and made recommendations.</p> <p>The meeting came out of confidentiality.</p> <p>The member of public did not rejoin the meeting.</p>
008	<p><u>To agree any actions required following discussions within confidentiality</u></p> <p>Proposed – Cllr Leach Seconded –Cllr Daymond</p> <p>It was resolved:</p> <p>'That the recommended candidate be offered the role of Caretaker at SCP10.'</p> <p>All in favour</p> <p>Proposed – Cllr Sharman Seconded –Cllr Wiles</p> <p>It was resolved:</p> <p>'That the Town Clerk's SCP recommendations following appraisals receive the Committee's support.'</p>

	All in favour
009	<p><u>To note the resignation of the Administrator and approve the recruitment of a new member of staff</u></p> <p>Proposed – Cllr Sharman Seconded –Cllr Daymond</p> <p>It was resolved:</p> <p>‘That Human Resources Committee recommend to Full Council the recruitment of a replacement administration role. That Human Resources Committee recommend to Full Council that the Town Clerk be authorised to create a job description, review the salary although no higher than currently paid, advertise the role and arrange interviews, when appropriate.’</p> <p>All in favour</p>
010	<p><u>To agree who will conduct the Town Clerk’s appraisal</u></p> <p>Proposed – Cllr Sharman Seconded –Cllr Wiles</p> <p>It was resolved:</p> <p>‘That the Town Clerk’s appraisal be completed with The Mayor and the SCP recommendation be reported back to the Human Resources Committee for approval.’</p> <p>All in favour</p>
011	<p><u>To discuss employing an external Human Resources provider and agree actions</u></p> <p>The Clerk raised concerns that a Committee member had acted inappropriately towards her when they were previously on the Human Resources Committee, as witnessed The Chair of the Committee, and therefore had concerns about the current membership of the Committee. Cllr Wiles agreed that the actions were inappropriate and understood the Town Clerk’s concerns.</p> <p>Cllr Brewer raised concerns that too many Cllrs know the personal details of staff and queried whether confidentiality could be maintained. Members of staff had provided evidence of information being discussed with other Cllrs that should have remained within the Human Resources Committee. Also, with regular Committee changes, more and more Cllrs or ex- Cllrs had knowledge of intimate details of staff lives.</p> <p>Cllr Brewer also raised concerns about the recent investigation into staff complaints which were not managed in line with Council procedures and therefore left the Council vulnerable to a constructive dismissal case. Cllr Brewer commented that an</p>

	<p>external provider would ensure that the Council remained compliant and would also represent the Council at a tribunal case.</p> <p>It was noted that an external provider would have no emotional attachment with any case and would not be on anyone's side. They would look to resolve any issue with minimal disruption to the Council.</p> <p>Cllr Brewer also noted the length of time taken to deal with the libel case by the previous Committee. Members all confirmed that they no longer liaise with the member of public concerned, in any capacity, and fully support the Town Clerk.</p> <p>Cllr Brewer noted that the hours of the Town Clerk were not being monitored and there were regular breaches of the Working Time Directive.</p> <p>Cllr Brewer raised concerns about morale being very low amongst staff.</p> <p>Cllr Wiles promised that he would ensure that policy and procedure were followed going forward and that he would speak with all members of staff to understand their concerns and report back to the Committee in due course.</p> <p>Members wished to consider the need for an external provider before a decision was made so it was agreed that the matter will be discussed at a future meeting.</p>
	Meeting closed: 7:00pm
	SIGNED
	DATE