

**Minutes of the meeting of the Human Resources Committee  
Held on Friday 14<sup>th</sup> October 2022 at 2.00pm**

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

Non Member: The Mayor, Cllr Pyatt

Town Clerk: Graham Spark

Deputy Clerk: Claire Dornan

1	<p><b>To receive Members' apologies for absence</b></p> <p>Cllr Hobbs tender his resignation in writing to the Committee – This was accepted.</p> <p>All Members were therefore present</p>
2	<p><b>To receive Members' Declarations of Interest</b></p> <p>There were no declarations of interest made.</p>
3	<p><b>To approve the minutes of the meeting of 30<sup>th</sup> September 2022</b></p> <p>It was resolved:</p> <p><b>Proposed: Cllr Jordan                      Seconded: Cllr Incorvaia</b></p> <p><b>'That the minutes of the meeting of 30<sup>th</sup> September 2022 be approved as a true and accurate record.'</b></p> <p><b>All In Favour</b></p>
4	<p>It was resolved:</p> <p><b>Proposed Cllr Incorvaia                      Seconded Cllr Jordan</b></p> <p><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></p> <p><b>All in favour</b></p> <p><b>The meeting went into confidentiality.</b></p>
4.1	<p><b><u>To discuss staffing matters</u></b></p> <p><u>The Town Clerk</u></p> <p>Cllr Pyatt advised that on 13 October 2022 the Town Clerk, Graham Spark had tendered his resignation due to an in balance of work and life commitments.</p>

	<p>Information has been redacted as it is personal specific.</p> <p><b>CLlr Pyatt left the meeting.</b></p> <p><u>Reception Role</u></p> <p>Members discussed the Reception role and whether the role was required by the Council.</p> <p>It was agreed that the role was redundant now the Administration role included the roles that were previously completed by the Receptionist.</p> <p><u>Staff Expectations</u></p> <p>It was noted that on occasion the uniform standards of the Maintenance Team had dropped. It was agreed that an expectations letter would be issued by the Town Clerk.</p> <p>The Maintenance Team are expected to wear overalls when performing painting, varnishing and similar roles, taking into account PPE requirements. They are expected to wear their Council provided suit for customer bookings and weddings.</p> <p>Information has been redacted as it is person specific.</p> <p>4.2 <b><u>To review and agree a new contract for the Administrator part time role</u></b></p> <p>Information has been redacted as it is person specific.</p> <p>4.3 <b><u>To receive an update on the Market Porter Role</u></b></p> <p>The Town Clerk advised that the Market Porter had declined the role <b>Information has been redacted as it is person specific.</b></p> <p>The role was discussed, and it was agreed that the recruitment process had not been as successful as hoped and the applicant levels were very low.</p> <p>It was agreed that the role would no longer be pursued, and a part-time Maintenance Officer would be recruited so all Maintenance Officers were on the market rota.</p> <p>4.4 <b><u>To review Maintenance Officer probationary period and make a resolution regarding recommended actions</u></b></p> <p>Information has been redacted as it is person specific.</p>
--	--

4.5	<p><b><u>To receive an update on staff and councillor training</u></b></p> <p>Information has been redacted as it is personal specific.</p> <p><b>The Committee came out of Confidentiality.</b></p> <p>The following resolutions were made:</p>
4.1	<p><b><u>To discuss staffing matters</u></b></p> <p>It was resolved:</p> <p><b>Proposed Cllr Incorvaia                      Seconded Cllr Sharman</b></p> <p><b>‘That notice of redundancy should be served on the part-time Receptionist.’</b></p> <p><b>All In Favour</b></p>
4.2	<p><b><u>To review and agree a new contract for the Administrator part-time role</u></b></p> <p>It was resolved:</p> <p><b>Proposed Cllr Sharman                      Seconded Cllr Jordan</b></p> <p><b>‘That a letter be issued to the Administrator amending the contract dated 01 October 2018, accepted 12 October 2018 as follows:</b></p> <p><b>3. Salary – Pro-rated Information has been redacted as it is person specific.</b></p> <p><b>7. Hours of Work – 24 hours.</b></p> <p><b>The normal hours of work will be 9am – 5pm Tuesday, Wednesday and Thursday however the role will require the clerking of a maximum of 2 evening meetings a month as agreed with the Town Clerk and / or support at Council Events organised by the Administrator. Time will be given back in lieu.</b></p> <p><b>10. Leave Entitlements - Pro-rated Information has been redacted as it is person specific.</b></p> <p><b>These changes will take effect by mutual agreement from 01 November 2022.’</b></p> <p><b>All In Favour</b></p>
4.3	<p><b><u>To receive an update on the Market Porter Role</u></b></p> <p>It was resolved:</p> <p><b>Proposed Cllr Jordan                      Seconded Cllr Doyle</b></p> <p><b>‘To advertise a 10 hour, with the potential for additional hours, Maintenance Officer role.’</b></p>

4.4	<p><b>All In Favour</b></p> <p><b><u>To review Maintenance Officer probationary period and make a resolution regarding recommended actions</u></b></p> <p>It was resolved:</p> <p><b>Proposed Cllr Doyle                  Seconded Cllr Jordan</b></p> <p><b>‘To sign off the probation of Justin Eastman with effect from 01 November 2022 and provide a salary uplift of one spinal column point.’</b></p> <p><b>All In Favour</b></p>
4.5	<p><b><u>To receive an update on staff and councillor training</u></b></p> <p>It was resolved:</p> <p><b>Proposed Cllr Doyle                  Seconded Cllr Incorvaia</b></p> <p><b>‘To book the PASMA Scaffolding Training for the Maintenance Officers.’</b></p> <p><b>All In Favour</b></p>
5	<p><b>To discuss and review budget request for HR Committee for 2022/2023</b></p> <p>It was noted that the budgets for 2022/2023 were not sufficient for training requirements with elections pending in May 2023. The 2023 budget discussed at the last HR meeting was agreed with a small increase in the salary line and superannuation agreed. (Appendix 1)</p> <p>It was resolved:</p> <p><b>Proposed Cllr Sharman                  Seconded Cllr Doyle</b></p> <p><b>‘To recommend the 2023 budget to Finance Committee for adoption.’</b></p> <p><b>All In Favour</b></p>
6	<p><b>To agree the date of next meeting</b></p> <p>It was agreed that the next meeting would be on Friday 21 October 2022 at 2pm to agree the recruitment process for the Town Clerk.</p> <p>It was agreed a further meeting would be scheduled for Friday 04 November 2022 at 2pm to assess any applications received for the role of the Town Clerk.</p>

	<p>Meeting Closed 3.32pm</p> <p><b>Signed</b></p> <p><b>Date</b></p>
--	--