

**Downham Market Town Council
Human Resources Committee Meeting
Tuesday 05 November 2024 at 6pm**

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

	<p>Present</p> <p>Committee Chair – Cllr Wiles</p> <p>Committee Members - Cllrs Brewer, Daymond, Leach, Leivers, B Moyses (arrived 6:06pm) & Cllr Sharman.</p> <p>Town Clerk – Claire Dornan</p> <p>There were no members of the public present.</p>
Notes	The Chair reminded members of the evacuation procedures from the Assembly Room. The Chair asked that all mobile phones be switched off.
001	<p><u>To receive Members’ Apologies for Absence</u></p> <p>There were no apologies.</p>
002	<p><u>To receive Members’ Declarations of Interest</u></p> <p>There were no declarations of interest made.</p>
003	<p><u>To approve the minutes of the meeting held on 16 September 2024</u></p> <p>Proposed – Cllr Leach Seconded –Cllr Daymond</p> <p>It was resolved:</p> <p>‘That the minutes of the meeting held on 16 September 2024 be approved as a true and accurate record.’</p> <p>6 In Favour</p> <p>1 Abstention – Cllr Sharman (not present at previous meeting)</p>
004	<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 Leach Seconded –Cllr Sharman</p>

004.1	<p>It was resolved:</p> <p>‘That members of the press and public be excluded whilst information pertaining to staff matters are discussed.’</p> <p>All in favour</p> <p>The meeting went into confidentiality.</p> <p><u>To discuss staff matters</u></p> <p>Members received an update on staffing matters.</p> <p>Cllr B Moyses arrived.</p>
004.2	<p><u>To receive the Town Clerk’s Appraisal</u></p> <p>The Chair had sent members a copy of the appraisal prior to the meeting.</p> <p>Members discussed the content and the suggestions from the Chair and Vice Chair.</p> <p>The meeting came out of confidentiality.</p>
005	<p><u>To agree actions required following discussions within confidentiality</u></p> <p>Proposed – Cllr Leach Seconded –Cllr Brewer</p> <p>It was resolved:</p> <p>‘That the Town Clerk’s appraisal be accepted as presented by the Chair and Vice Chair of the Human Resources Committee, with the following actions agreed:</p> <ul style="list-style-type: none"> • Implementation of a signing in/out process for all Cllrs attending the office. • All meetings with the office to be by prior arrangement and not impromptu. • A review of the Town Clerk’s Job description to be undertaken with referral to Norfolk Association of Local Council. • A review of the call out procedures to be completed. • The completion of a Cllr expectations policy by Governance Committee.’ <p>All in favour</p>
006	<p><u>To agree to reimburse staff members who wish to have a Flu Vaccination for contingency purposes from Expense Budget Line</u></p> <p>Proposed – Cllr Leivers Seconded –Cllr Wiles</p> <p>It was resolved:</p>

	'That members support the recommendation of the Town Clerk to reimburse staff for annual flu vaccinations.' All in favour
	Meeting closed: 6:53pm
	SIGNED
	DATE