

## Minutes of the meeting of the Human Resources Committee

Held on Friday 24<sup>th</sup> June 2022 at 3.00pm

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

Town Clerk, Graham Spark

1	<b>To receive Members' apologies for absence</b> – there were none. Cllr Hobbs was absent
2	<b>To receive Members' Declarations of Interest</b> – none declared.
3	<b>To accept the nomination of Cllr Doyle to Join on the HR Committee</b> <b>Proposed</b> Cllr Incorvaia <b>Seconded:</b> Cllr Jordan <b>All in favour</b> Cllr Doyle is appointed to the HR Committee
4	<b>To approve the minutes of the meeting of 27<sup>th</sup> May 2022</b> <b>Proposed:</b> Cllr Incorvaia <b>Seconded:</b> Cllr Jordan <b>All in favour</b> 'That the minutes of the meeting of 27 <sup>th</sup> May 2022 be approved'
5	<b>Confidential items</b> <b>Proposed Cllr Sharman   Seconded Cllr Jordan</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 3.12pm  5.1 The Committee received an update on the new administrator, who will be starting in early August. 5.2 The committee approved the change in salary for the administrator but required more time to review the job role and that will be revisited at the next meeting. 5.3 The committee were updated on the recruitment of a Maintenance Officer 5.4 The committee deferred the adoption of the staff handbook till the next meeting, they directed the Clerk to complete further changes to the document. 5.5 The committee received an update on staffing issues. 5.6 The committee were reminded that Cllr training would take place on the 30 <sup>th</sup> June and that further staff training would be booked once the latest mandated training had been completed.
6	<b>To approve the job description and salary for the Market Porter job.</b> Cllrs agreed the job role and salary for the Market Porter Role and directed the Clerk to start the recruitment process as soon as possible.  <b>Proposed Cllr Jordan   Seconded Cllr Incorvaia      All in favour</b>

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**To agree the date of the next meeting**

The meeting ended at 4.07pm. The date of the next meeting is TBC

End