

**Downham Market Town Council
Human Resources Committee Meeting
Monday 16 September 2024 at 5pm**

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 (6)</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 Grand Hall in the Town Hall. 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 given by Cllr Sharman.</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 20 May 2024</u></p> <p>Proposed – Cllr Daymond Seconded –Cllr Leach</p> <p>It was resolved:</p> <p>‘That the minutes of the meeting held on 20 May 2024 be approved as a true and accurate record.’</p> <p>All In Favour</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 Brewer Seconded –Cllr Leivers</p> <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>004.1 <u>To discuss staff matters</u></p> <p>Members discussed the welfare of staff and requests made by Cllrs at the Chair's meeting.</p> <p>004.2 <u>To discuss the Administrative Assistant Interviews</u></p> <p>Members discussed the recruitment of an Administrative Assistant.</p> <p>004.3 <u>To receive the Town Clerk's Appraisal</u></p> <p>Members did not feel that the Town Clerk's Appraisal met industry standards following the email received.</p> <p>004.4 <u>To discuss workload and Committee allocation approved by Full Council on 07 May 2024</u></p> <p>Members discussed the request to separate the Governance & Finance Committee into a Governance Committee and Finance Committee, as requested by Cllr Sharman at the Full Council meeting on 03 September 2024.</p> <p>004.5 <u>To receive 2024/2025 Committee budget to 31 August 2024</u></p> <p>Members discussed the salary budget line and uniform line in detail.</p> <p>004.6 <u>To discuss 2025/2026 Committee budget requirements</u></p> <p>Members discussed the current on-going trade union negotiations and the current cost of living.</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 Wiles Seconded –Cllr Daymond</p> <p>It was resolved:</p> <p>'That:</p>

	<p>The Administrative Assistant role be re-advertised as there was no successful candidate.</p> <p>The Town Clerk be re-appraised by the Chair & Vice Chair of the Human Resources Committee.</p> <p>The Governance & Finance Committee be requested to draft an Appraisal Policy for approval by Full Council.</p> <p>It be recommended to Full Council that Finance matters be, once again, discussed within Full Council and the Governance & Finance Committee become the Governance Committee.</p> <p>It be recommended to Full Council that there be no Finance Committee.</p> <p>That all lines within the 2024/2025 budget be increased by 10% and submitted as the 2025/2026 Human Resources Committee budget to Full Council.'</p> <p>All in favour</p>
	Meeting closed: 6:13pm
	SIGNED
	DATE