

**Minutes of the Human Resources Committee Meeting of the Town Council held
via Zoom on Friday 9th April 2021 at 7.00pm**

Present

St Michael's Ward

Cllr J Taylor
Cllr J Zarczynski

St Paul's Ward

Cllr R Coombs
Cllr C Gilson
Cllr P Carrigan (Chairman)

In attendance

Town Clerk but no members of the public.

Before the meeting started there was a one minute silence in remembrance of HRH The Prince Philip.

20/42/HR Apologies for absence

Apologies were received from Cllr McNally and absence recorded from Cllr Harwood (although neither Members of this Committee).

20/43/HR Declarations of Interests

There were no declarations of interest.

20/44/HR Dispensations

There were no grants of dispensation made by the Town Clerk in relation to the business of this meeting.

20/44/HR Public Question Time for items on the agenda

There were no questions from the public.

20/45/HR Minutes of the HR Committee Meeting held on 22nd March 2021

A copy of the minutes had been circulated in advance.

Members RESOLVED to approve the minutes of HR Committee meeting on the 22nd March 2021.

For 4, Against 0, Abstained 1

Proposed by Cllr Zarczynski and seconded by Cllr Gilson.

20/46/HR Exempt Business

Members RESOLVED unanimously to take the following items into Part B.

For 5, Against 0, Abstained 0

Proposed by Cllr Zarczynski and seconded by Cllr Gilson.

PART B

20/47/HR Update and Recommendation on Recruitment to Two Vacant Posts

Committee **RECEIVED** an update on the recruitment process for the Market Manager (MM) and Town Clerk's Assistant roles (TCA).

The TCA role was advertised internally with one applicant who was interviewed 7 April 2021 and a recommendation is made to offer the appointment from the recruitment panel to this HR Committee.

Committee RESOLVED to confirm the offer of appointment recommended by the Interview Panel; and to recommend appointment (subject to satisfactory references) to Full Council for the Town Clerk's Assistant post.

For 5, Against 0, Abstained 0

Proposed by Cllr Carrigan and seconded by Cllr Zarczynski.

Committee RESOLVED to confirm the job title as Town Clerk's Assistant

For 5, Against 0, Abstained 0

Proposed by Cllr Zarczynski and seconded by Cllr Gilson.

Committee RESOLVED to instruct the Town Clerk to prepare a Job Description and Person Specification for a Market Superintendent post to be brought back to HR Committee for approval and for the Town Clerk to obtain HR advice.

For 4, Against 0, Abstained 1

Proposed by Cllr Zarczynski and seconded by Cllr Gilson.

20/48/HR Town Clerk Probationary Period

Councillors undertook a Probationary period review with the Town Clerk on 7 April 2021, which is less than the 6 months' probationary period and were satisfied with the performance of the Town Clerk.

Committee RESOLVED to recommend to Full Council the satisfactory completion of the Town Clerk's probationary period.

For 5, Against 0, Abstained 0

Proposed by Cllr Zarczynski and seconded by Cllr Taylor.

20/49/HR Update of Staff Matters

Committee **RECEIVED** an update and made recommendation on current staff matters.

20/50/HR **To close the meeting** The meeting was closed at 20:55.