

**Minutes of the Human Resources Committee Meeting of the Town Council held
via Zoom on Friday 28th 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.

- 20/51/HR Apologies for absence**
Apologies were received from Cllr McNally and absence recorded from Cllr Howard (although neither Members of this Committee).
- 20/52/HR Declarations of Interests**
Cllr Gilson has a stall at Lace Walk not at Honiton Street Market. Cllr Taylor referred to the recent complaint heard by EDDC March 2021 regarding alleged bullying.
- 20/53/HR Dispensations**
There were no grants of dispensation made by the Town Clerk in relation to the business of this meeting.
- 20/54/HR Public Question Time for items on the agenda**
There were no questions from the public.
- 20/55/HR Minutes of the HR Committee Meeting held on 9th April 2021**
A copy of the minutes had been circulated in advance.
Members RESOLVED to approve the minutes of HR Committee meeting on the 9th April 2021.
For 5, Against 0, Abstained 0
Proposed by Cllr Zarczynski and seconded by Cllr Gilson.
- 20/56/HR Market Superintendent**
In line with Full Council resolutions 20/159, 8 February 2021 and HR Committee 20/47/HR, 9 April 2021, HR Committee **CONSIDERED** and **RESOLVED** to approve i) recruitment to the role of Market Superintendent; ii) the proposed [recruitment timetable](#); iii) the draft Job Description and Person Specification; iv) the preferred method of recruitment including external advertisement (the Town Clerk to obtain

HR advice); and v) selected the Interview Panel as Cllrs Zarczynski and Gilson and another Cllr if needed; the Clerk will act as adviser. Recommendations from the Interview Panel will be reported direct to Full Council for its approval. Any comments on the draft JD/PS from Cllrs to be provided to the Town Clerk by midday 10 April 2021.

For 5, Against 0, Abstained 0

Proposed by Cllr Zarczynski and seconded by Cllr Taylor.

20/57/HR

Exempt Business

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

For 5, Against 0, Abstained 0

Proposed by Cllr Carrigan and seconded by Cllr Zarczynski.

PART B

20/58/HR

Update and HR Advice

Committee **RECEIVED** an update on the proposed Market Superintendent recruitment process and any HR implications.

20/59/HR

To close the meeting

The meeting was closed at 19:20.