



# Newmarket

## TOWN COUNCIL

**Minutes of a Meeting of the Human Resources Committee**  
**Held on Monday 12<sup>th</sup> February 2018 at 7.15pm at the Memorial Hall Newmarket**

**Attendance:**

Councillor A Drummond (Chairman)  
 Councillor J Berry

Councillor R Hood  
 Councillor R Nobbs

Also Present: Bobby Bennett – Town Council Manager (TCM), and Julie Ashton – Minute Assistant and 1 Member of the Public

	Minute	Action by
H/18/02/1	<p><b><u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u></b></p> <p>The Chairman opened the meeting and read out the Fire Safety Notice and announced that the meeting may be filmed or recorded.</p>	
H/18/02/2	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>Apologies were received from Cllrs O’Neill and Winter.</p>	
H/18/02/3	<p><b><u>DECLARATION OF MEMBER’S INTERESTS AND TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER’S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBER’S DISPENSATION</u></b></p> <p>None noted.</p>	
H/18/02/4	<p><b><u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 11<sup>TH</sup> DECEMBER 2017 AND ANY MATTERS ARISING</u></b></p> <p>Members received the minutes of the Human Resources Committee Meeting held on Monday 11<sup>th</sup> December 2017 and the following amendment was made:</p> <p>Pace 2 – H/1/12/10 last para “Cllr” was inserted before “Berry”</p> <p>Subject to the amendment being made, the following was agreed:</p> <p><b><u>H/18/02/4.01 Resolved</u></b>  <b>That the minutes of the Human Resources Committee meeting held on Monday 11<sup>th</sup> December 2017 be adopted and signed as a true record by the Chairman of the Human Resources Committee.</b></p> <p>Matters arising:          Pace 2 – H/1/12/10 – TCM advised that all staff had attended Health &amp; Safety training.</p>	
H/18/02/5	<p><b><u>PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF</u></b></p>	

**THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS TO BE BROUGHT TO THEIR ATTENTION**

None noted.

**H/18/02/6 TO RECEIVE AN UPDATE ON PCSO**

TCM advised that there were rumours that it was increasingly unlikely that a PCSO would be provided. The benefits of having a PCSO presence in the Town were noted and the TCM was asked to continue to put pressure on the Police to get a resolution.

**H/18/02/7 TO RECEIVE AN UPDATE ON INVESTORS IN PEOPLE**

TCM advised that she had attended an IiP introduction day but it would cost £3.000 to get accreditation. An alternative would be to purchase the standards for £30 and still work towards attaining them. The following was agreed:

**H/18/02.7.01 Recommendation**

**That information on the IiP Standards be purchased for £30.**

**H/18/02/8 TO RECEIVE THE FINANCIAL ACCOUNTS FOR HUMAN RESOURCES**

The HR accounts to date were received and noted.

**H/18/02/9 TO RECEIVE THE HR BUDGET FOR 2017/2018**

The HR Budget for 2017/18 was received and noted.

**H/18/02/10 EXCLUSION OF THE PRESS & PUBLIC**

With the vote being unanimous, it was:

**18/02/10.01 Resolved**

**To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.**

The Chairman proposed that item 11 be moved to the end of the meeting and the following was agreed:

**H/18/02/10.01 Resolved**

**That item 11 regarding a confidential staff report be moved to the end of the meeting.**

**H/18/02/11 \*\*\* TO CONFIRM ARRANGEMENTS FOR APPRAISAL IMPLEMENTATION\*\*\***

The arrangements for staff Appraisals were confirmed and TCM advised that

reviews would commence 2<sup>nd</sup> March 2018.

**H/18/02/12 \*\*\*TO RECEIVE AN UPDATE OF STAFF TRAINING RECEIVED/REQUIRED**

TCM advised that all staff had attended Risk Assessment training and were already putting this into practice. Two members of staff had attended First Aid training provided by the Jockey Club Estates. A training needs analysis would be included in staff reviews.

**H/18/02/13 DATE OF NEXT MEETING**

Monday 12<sup>th</sup> March 2018 at the Memorial Hall 7:15pm.

**H/18/02/14 ITEMS FOR INCLUSION ON NEXT AGENDA**

None noted.

**H/18/02/15 \*\*\*TO RECEIVE A CONFIDENTIAL REPORT RELATING TO STAFFING ARRANGEMENTS, SALARIES AND CONTRACT DETAILS\*\*\***

TCM provided a report for consideration,

It was agreed that sick pay may, on occasion, exceptionally be paid at the discretion of the HR committee.

It was agreed that overtime payments for antisocial hours (prior to 7 am and after Midnight) may be made but that these additional costs must be built into the pricing of the event.

It was agreed that the Mayor would seek further information on some other issues.

Meeting closed at 8.30 pm

Signed \_\_\_\_\_ Date \_\_\_\_\_