



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee
Held on Monday 16th April 2018 at 7.15pm at the Memorial Hall Newmarket

Attendance:

Councillor C O'Neill (Chairman)
 Councillor J Berry

Councillor R Hood
 Councillor R Nobbs
 Councillor P Winter

Also Present: Bobby Bennett – Town Council Manager (TCM) and Julie Ashton – Minute Assistant

	Minute	Action by
H/18/04/1	<p><u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u></p> <p>The Chairman opened the meeting and advised that the Fire Safety Notice and announcement that the meeting may be filmed or recorded were not required as Members were at the previous meeting.</p>	
H/18/04/2	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies were received from Cllr Drummond.</p>	
H/18/04/3	<p><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></p> <p>None noted.</p>	
H/18/04/4	<p><u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 12TH MARCH 2018 AND ANY MATTERS ARISING</u></p> <p>Members received the minutes of the Human Resources Committee Meeting held on Monday 12th March 2018 and the following was agreed:</p> <p><u>H/18/04/4.01 Resolved</u> That the minutes of the Human Resources Committee meeting held on Monday 12th March 2018 be adopted and signed as a true record by the Chairman of the Human Resources Committee.</p> <p>Matters arising: Page 2 - H/03/09.01 Recommendation – TCM advised that a part time agency worker had not yet been appointed.</p>	
H/18/04/5	<p><u>PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF 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</u></p>	

None noted.

H/18/04/6 TO RECEIVE AN UPDATE ON PCSO

Members were advised that a letter from the Police had been received advising that they were working to a time table to advertise for a PCSO by the end of September. TCM was asked to send a letter of thanks and to offer assistance in setting out the priorities for the PCSO.

H/18/04/7 TO RECEIVE THE FINANCIAL ACCOUNTS FOR HUMAN RESOURCES

The HR accounts were received and the underspend of £14,818 was noted. The following was agreed:

H/18/04/7.01 Recommendation

That £14,000 be transferred to the Finance and Policy Budget and £818 be transferred to the Uniform/Workwear EMR.

H/18/04/8 EXCLUSION OF THE PRESS & PUBLIC

With the vote being unanimous, it was:

18/04/08.01 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.

H/18/04/9 *TO RECEIVE SALARY RECOMMENDATIONS**

TCM presented the salary recommendations and the following was agreed:

H/18/04/09.01 Recommendation

That the salary recommendations be received and adopted.

TCM presented the increase to salaries recommendation and the following was agreed:

H/18/04/9.02 Recommendation

That the increase to salaries recommendation be received and adopted.

H/18/04/10 *TO RECEIVE A STAFFING UPDATE*****

TCM advised that staff had managed to take all outstanding annual leave. Appraisals had been completed and objectives would be looked at quarterly with further staff reviews being conducted at the six month stage. The RFO was busy tying up the end of year actions and staff were getting ready for the introduction of GDPR in May 2018.

H/18/04/11 DATE OF NEXT MEETING

Monday 14th May 2018 at the Memorial Hall 7:15pm.

H/18/04/12 ITEMS FOR INCLUSION ON NEXT AGENDA

None noted.

Meeting closed at 7:47pm

Signed _____ Date _____
