



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee
Held on Monday 9th July 2018 at 8.00pm at the Memorial Hall Newmarket

Attendance:

Councillor R Hood (Chairman)
Councillor A Drummond

Councillor J Lay
Councillor R Nobbs
Councillor P Winter

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

	Minute	Action by
H/18/07/1	<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/18/07/2	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies were received from Cllr Morrey.</p>	
H/18/07/3	<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/18/07/4	<p><u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 14TH MAY 2018 AND NOTICE OF MEETING NOT HELD 11TH JUNE 2018 AND ANY MATTERS ARISING</u></p> <p>Members received the minutes of the Human Resources Committee Meeting held on Monday 14th May 2018 and the following was agreed:</p> <p><u>H/18/07/4.01 Resolved</u> That the minutes of the Human Resources Committee meeting held on Monday 14th May 2018 be adopted and signed as a true record by the Chairman of the Human Resources Committee.</p> <p>Matters arising: Page 2 – H/18/05/9 – TCM advised that the apprentice had started and had made a promising start.</p> <p>The notice that the meeting of 11th June 2018 was not held was noted and the following amendments were made:</p> <p>Page 1 – Attendance – Cllr O'Neill was removed and H/18/06/1 – Apologies</p>	

– Cllr Morrey was added.

H/18/07/5 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

None noted.

H/18/07/6 TO RECEIVE THE FINANCIAL ACCOUNTS FOR HUMAN RESOURCES

The HR accounts were received and TCM was asked to look into providing staff uniforms.

H/18/07/7 TO REVIEW THE TERMS OF REFERENCE

Members reviewed the Terms of Reference and it was noted that an Appeals Committee had not yet been appointed and the following was agreed:

H/18/07/7.01 Recommendation

That subject to an Appeals Committee being appointed at the next full Council meeting, the Terms of Reference for the HR Committee be adopted.

H/18/07/8 DBS

The SCC email advising that NTC staff did not meet the criteria for a DBS check and that the request could not be processed was noted. TCM would make enquiries with Newmarket Academy to confirm requirements relating to DBS checks. The Chairman would speak with SCC to ask why they would not conduct the checks even though NTC had agreed to request and pay for them.

H/18/07/9 EXCLUSION OF THE PRESS & PUBLIC

With the vote being unanimous, it was:

18/07/09.01 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/18/07/10 *TO RECEIVE AN UPDATE ON CURRENT STAFF AND VACANCIES**

TCM advised that the vacancy for a Caretaker had been taken down but should a suitable candidate be identified it could be advertised again.

The HR online system was not suitable and TCM was looking to use N-CIS a free service for tracking staff holiday etc.

TCM advised that the apprentice had made an excellent start and that a small

increase in salary should be offered. The following was agreed:

H/18/07/10.01 Recommendation

That a small increase be made to the apprentice salary.

H/18/07/11 DATE OF NEXT MEETING

Monday 13th August 2018 at the Memorial Hall 7:15pm.

H/18/07/12 ITEMS FOR INCLUSION ON NEXT AGENDA

- Appeals Committee

Meeting closed at 9:00 pm

Signed _____ Date _____
