



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee
Held on Monday 8th October 2018 at 7.15pm at the Memorial Hall Newmarket

Attendance:

Councillor R Hood (Chairman)
Councillor A Drummond (Vice Chairman)

Councillor J Lay
Councillor R Nobbs
Councillor P Winter

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

	Minute	Action by
H/18/10/1	<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 there were no members of the Public present.</p>	
H/18/10/2	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies were received from Cllr Morrey</p>	
H/18/10/3	<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/18/10/4	<p><u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 10TH SEPTEMBER 2018 AND ANY MATTERS ARISING</u></p> <p>Members received the minutes of the Human Resources Committee Meeting held on Monday 10th September 2018 and the following was agreed:</p> <p><u>H/18/10/4.01 Resolved</u> That the minutes of the Human Resources Committee meeting held on Monday 10th September 2018 be adopted and signed as a true record by the Chairman of the Human Resources Committee.</p> <p>There were no matters arising.</p>	
H/18/10/5	<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> <p>None noted.</p>	

H/18/10/6 TO RECEIVE THE FINANCIAL ACCOUNTS FOR HUMAN RESOURCES

The HR accounts for September were received and noted.

H/18/10/7 STAFF WELLBEING TO RECEIVE THE RECOMMENDATIONS FROM THE HEALTH & SAFETY AUDIT

TCM advised that the Health & Safety Audit had recommended that a stress survey be conducted and she would research this topic and establish support services that staff could be sign posted to.

H/18/10/8 EXCLUSION OF THE PRESS & PUBLIC

With the vote being unanimous, it was:

18/10/08.01 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.

The public and Minute Assistant left the meeting

H/18/10/9 *TO RECEIVE AN UPDATE ON CURRENT STAFF AND VACANCIES*****

TCM updated the committee on recent staff issues.

H/18/10/10 DATE OF NEXT MEETING

Monday 12th November 2018 at the Memorial Hall 7:15pm.

H/18/10/11 ITEMS FOR INCLUSION ON NEXT AGENDA

None noted.

Meeting closed at 8.30 pm

Signed _____ Date _____