

**Membership from May 2018**

Mayor Rachel Hood – Chair of HR
Cllr A Drummond - Vice Chair of HR,
Chair of F & P
Cllr P Winter – Chair of CS
Cllr R Nobbs - Chair of LS
Cllr J Morrey – Chair of D&P
Cllr J Lay – Deputy Mayor

The Memorial Hall, High Street, Newmarket Suffolk CB8 8JP

You are hereby summoned to attend a Meeting of the
HUMAN RESOURCES COMMITTEE MEETING to be held at
Memorial Hall, High Street, Newmarket, CB8 8JP on
Monday 10th December 2018 at 8pm

The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting. Members of the public and press may not orally report or comment about a meeting as it takes place if present at a meeting of the Council, but otherwise may:

- a. film, photograph or make an audio recording of the meeting;
- b. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c. report or comment on the proceedings in writing, during or after a meeting or orally after the meeting.

The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

AGENDA

1. Chair to read fire safety notice and announce that proceedings may be filmed or recorded.
2. To receive apologies for absence.
3. Declaration of Members' Interests & to remind Councillors of the need to keep up to date their Register of Members' Interests and to consider any requests received for Members Dispensation.
4. To receive and confirm for accuracy the Minutes of the Meeting held on 12th November 2018 and any matters arising.
5. PUBLIC PARTICIPATION 'An invitation to members of the public to put questions/statements of not more than 3 minutes duration. Resolutions can only be made on items on the agenda, but Councillors are very happy for matters relating to the Town to be brought to their attention.
6. ACCOUNTS - To receive the financial accounts for Human Resources.
7. BUDGET – To receive the budget for 2019/2020
8. OVER TIME – To receive a report
9. CHRISTMAS ROTA – To receive an update
10. EXCLUSION OF THE PRESS & PUBLIC
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.
11. STAFF UPDATE – To receive an update on current staff and vacancies and consider any issues.
12. Date of next meeting – **Monday 14th January 2019**
13. Items for inclusion on next Agenda.

Signed *Roberta Bennett*

Roberta Bennett, Town Council Manager, 4th December 2018

To: Chairman and Members of HR Committee
Other Council Members – The Press – FOR INFORMATION

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Newmarket

T O W N C O U N C I L

Minutes of a Meeting of the Human Resources Committee
Held on Monday 12th November 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), and 1 Member of the Public.

	Minute	Action by
H/18/11/1	<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 read out the Fire Safety Notice and the announcement that proceedings may be filmed or recorded.</p>	
H/18/11/2	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies were received from Cllr Morrey</p>	
H/18/11/3	<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/18/11/4	<p><u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 8TH OCTOBER 2018 AND ANY MATTERS ARISING</u></p> <p>Members received the minutes of the Human Resources Committee Meeting held on Monday 8th October 2018 and the following was agreed:</p> <p><u>H/18/11/4.01 Resolved</u></p> <p>That the minutes of the Human Resources Committee meeting held on Monday 8th October 2018 be adopted and signed as a true record by the Chairman of the Human Resources Committee.</p> <p>Matters arising:</p> <p>Page 2 H/18/10/7 – The staff stress survey was still outstanding and would commence after appraisals.</p>	
H/18/11/5	<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/18/11/6 **TO RECEIVE THE FINANCIAL ACCOUNTS FOR HUMAN RESOURCES**

The HR accounts for October 2018 were received and noted. A query was raised regarding Miscellaneous items and would be reported back to the Committee.

H/18/11/7 **EXCLUSION OF THE PRESS & PUBLIC**

With the vote being unanimous, it was:

18/11/07.01 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 left the meeting

H/18/11/8 *****TO RECEIVE AN UPDATE ON CURRENT STAFF AND VACANCIES*****

Name badges for staff were discussed and the following was agreed:

H/18/11/8.01 Resolved

That staff name badges be purchased.

TCM advised that the suggestion of an informal uniform to be worn on formal occasions such as civic functions would be discussed with staff.

Opening hours over the Christmas period were discussed and the following was agreed:

H/18/11/8.02 Resolved

That the discretionary contract days would be used for 27th and 28th Dec with staff using a days holiday for the 31st. The council would be open 10 – 4 on Christmas eve and then closed until 2nd January 2019.

The Events Manager would be asked to draw up a list of functions over Christmas and an on call rota would be arranged and shared with the Committee. Out of hours protocol would be put on the telephones to ensure monitoring over the Christmas period.

TCM advised that recruitment of a caretaker continued.

Three requests from staff were considered and they were agreed with conditions that would be detailed in a confidential report to be signed with these minutes and stored in the HR file.

H/18/11/9 **DATE OF NEXT MEETING**

Monday 10th December 2018 at the Memorial Hall 7:15pm.

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

- Overtime report
- Christmas rota

Meeting closed at pm

Signed _____ Date _____

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Month No : 8

Committee Report DRAFT

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Human Resources							
102	Staff Costs						
4010	Staff Uniform/Workwear	54	189	300	111	111	63.0 %
4020	Misc. Staff Costs	75	1,216	0	-1,216	-1,216	0.0 %
4501	Staff Salaries	11,697	89,680	146,415	56,735	56,735	61.3 %
4503	Employers National Insurance	890	6,917	11,500	4,583	4,583	60.2 %
4504	Employers Pension	372	2,165	7,250	5,085	5,085	29.9 %
	Staff Costs :- Expenditure	13,087	100,169	165,465	65,296	0	65,296 60.5 %
	Net Expenditure over Income	13,087	100,169	165,465	65,296		
	Human Resources :- Expenditure	13,087	100,169	165,465	65,296	0	65,296 60.5 %
	Income	0	0	0	0		0.0 %
	Net Expenditure over Income	13,087	100,169	165,465	65,296		

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		2017 2018	2017 2018	2018 2019	2018 2019	2019/2020	% change	Notes
		Agreed	ACTUAL	Current Year	Current Year	Next Year		
		Budget	ACTUAL	Budget	Year To Date	Budget		
102	Staff costs							
4010	Staff Workwear	£ -	£ 286.00	£ 300.00	189.00	£ 300.00	0%	
4020	Misc Staff Costs	£ -	£ 228.00	£ -	1217.00	£ 1,400.00	#DIV/0!	Off site car parking
4501	Salaries	£ 132,500.00	£ 127,300.00	£ 146,415.00	89680.00	£ 150,000.00	2%	
4503	National Insurance	£ -	£ 3,510.00	£ 11,500.00	6918.00	£ 10,900.00	-5%	As per caluclation
4504	Pension	£ 11,000.00	£ 733.00	£ 7,250.00	2165.00	£ 7,250.00	0%	Calculated
	Net Expenditure	£ 143,500.00	£ 132,057.00	£ 165,465.00	£ 100,169.00	£ 169,850.00	3%	

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