



Newmarket

T O W N C O U N C I L

Minutes of a Meeting of the Human Resources Committee
Held on Monday 14th January 2019 at 7.30pm at the Memorial Hall Newmarket

Attendance:

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

Councillor J Morrey
Councillor R Nobbs
Councillor P Winter

Also Present: Roberta Bennett – Town Council Manager (TCM).

	Minute	Action by
H/19/01/1	<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/19/01/2	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>There were no apologies.</p>	
H/19/01/3	<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/19/01/4	<p><u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 10TH DECEMBER 2018 AND ANY MATTERS ARISING</u></p> <p>Members received the minutes of the Human Resources Committee Meeting held on Monday 10th December 2018 and the following was agreed:</p> <p><u>H/19/02/4.01 Resolved</u></p> <p>That the minutes of the Human Resources Committee meeting held on Monday 10th December 2018 be adopted and would be signed as a true record by the Chairman of the Human Resources Committee after the meeting.</p> <p>There were no matters arising.</p>	
H/19/01/5	<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/19/01/6 **TO RECEIVE THE FINANCIAL ACCOUNTS FOR HUMAN RESOURCES**

The HR accounts for December 2018 were received and noted.

H/19/01/7 **EXCLUSION OF THE PRESS & PUBLIC**

With the vote being unanimous, it was:

H/18/12/10.01 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.

H/19/01/8 *****TO RECEIVE AN UPDATE ON CURRENT STAFF AND VACANCIES*****

TCM advised that the appraisal system would continue on a 9 month basis and the following was agreed.

H/19/01/8.01 Resolved

That the TCM carries out staff appraisals and the Mayor and Deputy Mayor to carry out the TCM's appraisal.

Staff wellbeing was considered and there were no major concerns but the TCM would follow up on some areas.

Members considered purchasing a bicycle for staff use and the following was agreed:

H/19/01/8.02 Resolved

That subject to a safe system of work being in place, PPE and insurance that a bicycle be purchased for staff use.

H/19/01/9 **DATE OF NEXT MEETING**

Monday 11th February 2019 at the Memorial Hall.

H/19/01/10 **ITEMS FOR INCLUSION ON NEXT AGENDA**

- Staff wellbeing

Meeting closed at 7:50 pm

Signed _____ Date _____