



# Newmarket

T O W N C O U N C I L

**Minutes of a Meeting of the Human Resources Committee**  
**Held on Monday 18<sup>th</sup> March 2019 at 8:15pm 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).

	<b>Minute</b>	<b>Action by</b>
H/19/03/1	<p><b><u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u></b></p> <p>The Chairman opened the meeting at 7:35pm and advised that the Fire Safety Notice was not required. It was confirmed that proceedings may be filmed or recorded.</p>	
H/19/03/2	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>None noted.</p>	
H/19/03/3	<p><b><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></b></p> <p>None noted.</p>	
H/19/03/4	<p><b><u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 11<sup>TH</sup> FEBRUARY 2019 AND ANY MATTERS ARISING</u></b></p> <p>Members received the minutes of the Human Resources Committee Meeting held on Monday 11<sup>th</sup> February 2019 and the following was agreed:</p> <p><b><u>H/19/03/4.01 Resolved</u></b></p> <p><b>That the minutes of the Human Resources Committee meeting held on Monday 11<sup>th</sup> February 2019 be adopted and would be signed as a true record by the Chairman of the Human Resources Committee after the meeting.</b></p> <p>There were no matters arising.</p>	
H/19/03/5	<p><b><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></b></p> <p>None noted.</p>	

**H/19/03/6 TO RECEIVE THE FINANCIAL ACCOUNTS FOR HUMAN RESOURCES**

The HR accounts for February 2019 were received and noted. An update on pension contributions was requested for the next meeting.

**H/19/03/7 EXCLUSION OF THE PRESS & PUBLIC**

With the vote being unanimous, it was:

**H/19/03/7.01 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/19/03/8 \*\*\*TO RECEIVE AN UPDATE ON CURRENT STAFF AND VACANCIES\*\*\***

Members discussed lieu time and staff progression.

**H/19/03/9 \*\*\*ANNUAL PAY REVIEW – TO CONSIDER PAY SCALES\*\*\***

Members considered the pay scales and the following was agreed:

**H/19/03/9.01 Resolved**

**That a 2% pay increase be applied to all staff and that the lowest pay band be raised. That the specifics of the new pay band be detailed in a confidential minute and be stored in the HR file.**

**H/19/03/10 DATE OF NEXT MEETING**

Monday 8<sup>th</sup> April 2019 at the Memorial Hall.

**H/19/03/11 ITEMS FOR INCLUSION ON NEXT AGENDA**

- Pension contributions

Meeting closed at 8:00pm

Signed \_\_\_\_\_ Date \_\_\_\_\_