



# Newmarket

T O W N C O U N C I L

**Minutes of a Meeting of the Human Resources Committee**  
**Held on Monday 8<sup>th</sup> April 2019 at 6:45pm at the Memorial Hall Newmarket**

**Attendance:**

Councillor R Hood (Chairman)  
Councillor J Lay

Councillor R Nobbs  
Councillor P Winter

Also Present: Cathy Whitaker – RFO

	<b>Minute</b>	<b>Action by</b>
H/19/04/1	<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 6:45 and advised that the Fire Safety Notice was not required. It was confirmed that proceedings may be filmed or recorded.</p>	
H/19/04/2	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>Apologies were received from Cllrs Drummond and Morrey.</p>	
H/19/04/3	<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/19/04/4	<p><b><u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 18<sup>TH</sup> MARCH 2019 AND ANY MATTERS ARISING</u></b></p> <p>Members received the minutes of the Human Resources Committee Meeting held on Monday 18<sup>th</sup> March 2019 and the following was agreed:</p> <p><b><u>H/19/04/4.01 Resolved</u></b></p> <p><b>That the minutes of the Human Resources Committee meeting held on Monday 18<sup>th</sup> March 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/19/04/5	<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/19/04/6**     **TO RECEIVE THE FINANCIAL ACCOUNTS FOR HUMAN RESOURCES**

The HR accounts for March 2019 were received and noted.

**H/19/04/7**     **EXCLUSION OF THE PRESS & PUBLIC**

With the vote being unanimous, it was:

**H/19/04/7.01 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/19/04/8**     **\*\*\*TO RECEIVE AN UPDATE ON CURRENT STAFF AND VACANCIES\*\*\***

Members were advised that the RFO will deputise in the TCM's absence. RFO will inform the HR committee of hours worked in lieu and produce a plan of staff cover for the forthcoming weeks. In RFO absence, the Events Manager will be supervising. Mayor and Deputy Mayor will be available for consultation as necessary.

**H/19/04/9**     **\*\*\*PENSION CONTRIBUTION \*\*\***

The council noted that it will be complying with the current Workplace Pensions regulations with regard to employer contributions and also that staff will be complying with regard to employee contributions. The Mayor will sign letters informing staff of the 2019/20 increase in salaries and also informing them of the employer/employee pension contributions applicable for the same dates.

**H/19/04/10**   **DATE OF NEXT MEETING**

Monday 10<sup>h</sup> June 2019 at the Memorial Hall.

**H/19/04/11**   **ITEMS FOR INCLUSION ON NEXT AGENDA**

None noted

Meeting closed at 7:30pm

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