

**Membership from May 2019**

Councillor Hood – Chairman
Councillor Lay – Vice Chairman
Councillor Caesar
Councillor Cooke
Councillor De'Ath
Councillor Drummond
Councillor Kerby
Councillor Lindsay

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 June 2019 at 7:15pm

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 8th April 2019 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. To review the Committees Terms of Reference
7. ACCOUNTS - To receive the financial accounts for Human Resources.
8. 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.
9. STAFF UPDATE – To receive an update on current staff matters and vacancies and consider any issues.
10. Date of next meeting – **Monday 8th July 2019**
11. Items for inclusion on next Agenda.

Signed *Roberta Bennett*

Roberta Bennett, Town Council Manager, DATE 2019

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

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee
Held on Monday 8th 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

	Minute	Action by
H/19/04/1	<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 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><u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies were received from Cllrs Drummond and Morrey.</p>	
H/19/04/3	<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/19/04/4	<p><u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 18TH MARCH 2019 AND ANY MATTERS ARISING</u></p> <p>Members received the minutes of the Human Resources Committee Meeting held on Monday 18th March 2019 and the following was agreed:</p> <p><u>H/19/04/4.01 Resolved</u></p> <p>That the minutes of the Human Resources Committee meeting held on Monday 18th March 2019 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/19/04/5	<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>	

22. Training & Development Plan for staff	<ul style="list-style-type: none"> • Town Council Manager
23. To administer the Volunteers Policy	<ul style="list-style-type: none"> • Town Council Manager to administer • Committee to monitor & recommend to Council
24. To administer the Child & Vulnerable Adult Policy	<ul style="list-style-type: none"> • Town Council Manager to administer • Committee to monitor & recommend to Council
25 To administer the Council's Equality Policy	<ul style="list-style-type: none"> • Town Council Manager to administer for employees, services, volunteers and democratic processes • Committee to monitor & recommend to Council

NB. Any actions delegated to the Town Council Manager/Proper Officer may in his/her absence be undertaken by the Responsible Financial Officer, after seeking advice if appropriate, if the matter cannot wait until the Town Council Manager's return

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05/06/2019

Newmarket Town Council

13:15

Detailed Income & Expenditure by Budget Heading as at 31/05/2019

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Committee Report Human Resources DRAFT REPORT for M2

	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	27	119	300	181		181	39.5 %
4020 Misc. Staff Costs	9	19	1,400	1,381		1,381	1.3 %
4501 Staff Salaries	11,662	23,595	149,000	125,405		125,405	15.8 %
4503 Employers National Insurance	856	1,747	10,900	9,153		9,153	16.0 %
4504 Employers Pension	362	739	7,250	6,511		6,511	10.2 %
Staff Costs :- Expenditure	12,916	26,218	168,850	142,632	0	142,632	15.5 %
Net Expenditure over Income	12,916	26,218	168,850	142,632			
Human Resources :- Expenditure	12,916	26,218	168,850	142,632	0	142,632	15.5 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	12,916	26,218	168,850	142,632			