

**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.

A G E N D A

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, Town Council Manager, 5th June 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	<u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u> 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.	
H/19/04/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs Drummond and Morrey.	
H/19/04/3	<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> None noted.	
H/19/04/4	<u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 18TH MARCH 2019 AND ANY MATTERS ARISING</u> Members received the minutes of the Human Resources Committee Meeting held on Monday 18th March 2019 and the following was agreed: <u>H/19/04/4.01 Resolved</u> 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. There were no matters arising.	
H/19/04/5	<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> None noted.	

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 10th 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 _____



Newmarket

TOWN COUNCIL

TERMS OF REFERENCE and DELEGATION: HUMAN RESOURCES COMMITTEE

Adopted by Council 23rd July 2018

Minimum of 6 Members of Council (consisting of Mayor, Deputy Mayor, chairmen of Leisure Services Committee, Community Services Committee, Development and Planning Committee and the immediate past Mayor. By convention, Chairman is either the Mayor or Deputy Mayor)

Quorum = 3

Function of the Council Column 1	Delegation of Function Column 2
1. All delegated functions as set out in the Terms of Reference and Delegation of Council	Committee,
2 To recommend to Council the overall Staffing structure and approval of additional posts.	None-Final approval remains with Council
3 To agree the pay and conditions of staff	- Town Council Manager reserved for Council - All other staff to Committee including payment of honoraria providing within agreed budget.
4 Approval of personnel policies & Employee Handbook	Committee, including discretionary provisions of National Joint Agreement if appropriate.
5 Management and Appointment of Staff (Local Government Act 1972 s112-119)	- Recommend appointment of new <u>Town Council Manager</u> to be endorsed by Council Selection of long list by Town Council Manager with personnel assistance if appropriate Selection of final short list-Chairman & V Chairman + Mayor & Deputy Mayor Final Interview-Committee - Appointment of other managerial staff to Town Council Manager in consultation with 2 members of Committee. - Appointment of other Staff to Town Council Manager and Chairman or Vice Chairman of appropriate committee. - Town Council Manager for casual staff and temporary appointments to approved positions below managerial level - Decision on whether to fill vacant positions is delegated to Town Council Manager. - Decision on recruitment of contract staff or interim contract staff to Committee - Management of staff in accordance with Council policy, procedures and budget to Town Council Manager.

6 Disciplinary matters under the Council's Disciplinary Procedure.	• Town Council Manager with appeal to HR Committee • HR Committee in the case of the Town Council Manager with appeal to Appeals Panel. • Dismissal of Town Council Manager to be ratified by Council
7 Determination of individual grading issues and job evaluation	• Committee, except Town Council Manager reserved to Council
8 Issues relating to nominated Pension Scheme as it affects individual employees and administration of retirement.	• Committee (Council in case of Town Council Manager) • Administration of retirement in cases of permanent ill health, after appropriate medical advice via appointed Personnel advisors • Pensions Policy or Pensions Discretions Policies to Committee.
9 Approval of job descriptions & person specifications.	• Committee
10. Absence issues under the Council's Attendance Management Guidelines.	• Town Council Manager except Committee in the case of Town Council Manager
11. Appeals Procedure under personnel policies.	• Appeals Committee.
12. To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working	• Council
13. Competence Procedure	• Town Council Manager except Committee in the case of Town Council Manager
14. Issue of Contracts of Employment	• Town Council Manager except Committee in the case of Town Council Manager • Model Contract approved by Committee
15. Redundancy & Redeployment.	• Committee
16. Monitoring Equalities Policy in relation to employment.	• Committee • Approval of Equalities Policy to Council
17. Approval of Officer Codes of Conduct Approval of Member-Officer Protocol	• Committee • Council
18. Health & Safety	• Committee for approval of Policy other than General Statement which is reserved for Council • Committee to oversee responsibilities for Council within budget and policy • Town Council Manager for routine management
19. Grievance Procedure	• Town Council Manager except Committee in the case of Town Council Manager • Appeals to Appeals Committee.
20. Administration of other Personnel procedures	• Town Council Manager except Committee in the case of Town Council Manager
21. Employee Development Review and assessment at end of Probationary period	• Town Council Manager for all staff, often delegated to direct manager. • Two of Mayor, Deputy Mayor or Chairman of Committee for Town Council Manager

22. Training & Development Plan for staff	• Town Council Manager
23. To administer the Volunteers Policy	• Town Council Manager to administer • Committee to monitor & recommend to Council
24. To administer the Child & Vulnerable Adult Policy	• Town Council Manager to administer • Committee to monitor & recommend to Council
25 To administer the Council's Equality Policy	• 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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Month No : 2

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			