



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee
Held on Monday 12th November 2018 at 7.15pm at the Memorial Hall Newmarket

Attendance:

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

Councillor J Lay
Councillor R Nobbs
Councillor P Winter

Also Present: Roberta Bennett – Town Council Manager (TCM), and 1 Member of the Public.

Minute		Action by
H/18/11/1	<u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u> The Chairman opened the meeting and read out the Fire Safety Notice and the announcement that proceedings may be filmed or recorded.	
H/18/11/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllr Morrey	
H/18/11/3	<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/18/11/4	<u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 8TH OCTOBER 2018 AND ANY MATTERS ARISING</u> Members received the minutes of the Human Resources Committee Meeting held on Monday 8th October 2018 and the following was agreed: <u>H/18/11/4.01 Resolved</u> That the minutes of the Human Resources Committee meeting held on Monday 8th October 2018 be adopted and signed as a true record by the Chairman of the Human Resources Committee. Matters arising: Page 2 H/18/10/7 – The staff stress survey was still outstanding and would commence after appraisals.	
H/18/11/5	<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/18/11/6 TO RECEIVE THE FINANCIAL ACCOUNTS FOR HUMAN RESOURCES

The HR accounts for October 2018 were received and noted. A query was raised regarding Miscellaneous items and would be reported back to the Committee.

H/18/11/7 EXCLUSION OF THE PRESS & PUBLIC

With the vote being unanimous, it was:

18/11/07.01 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.

The public left the meeting

H/18/11/8 *TO RECEIVE AN UPDATE ON CURRENT STAFF AND VACANCIES*****

Name badges for staff were discussed and the following was agreed:

H/18/11/8.01 Resolved

That staff name badges be purchased.

TCM advised that the suggestion of an informal uniform to be worn on formal occasions such as civic functions would be discussed with staff.

Opening hours over the Christmas period were discussed and the following was agreed:

H/18/11/8.02 Resolved

That the discretionary contract days would be used for 27th and 28th Dec with staff using a days holiday for the 31st. The council would be open 10 – 4 on Christmas eve and then closed until 2nd January 2019.

The Events Manager would be asked to draw up a list of functions over Christmas and an on call rota would be arranged and shared with the Committee. Out of hours protocol would be put on the telephones to ensure monitoring over the Christmas period.

TCM advised that recruitment of a caretaker continued.

Three requests from staff were considered and they were agreed with conditions that would be detailed in a confidential report to be signed with these minutes and stored in the HR file.

H/18/11/9 DATE OF NEXT MEETING

Monday 10th December 2018 at the Memorial Hall 7:15pm.

H/18/11/10 ITEMS FOR INCLUSION ON NEXT AGENDA

- Overtime report
- Christmas rota

Meeting closed at pm

Signed _____ Date _____
