



Newmarket

TOWN COUNCIL

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

Attendance:

Councillor A Drummond (Chairman)

Councillor J Berry

Councillor A Drummond

Councillor R Hood

Councillor R Nobbs

Councillor P Winter

Also Present: Bobby Bennett – Town Council Manager (TCM) and Julie Ashton – Minute Assistant

Minute		Action by
H/18/03/1	<u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u> The Chairman opened the meeting and advised that the Fire Safety Notice and announcement that the meeting may be filmed or recorded were not required as Members were at the previous meeting.	
H/18/03/2	<u>APOLOGIES FOR ABSENCE</u> None noted.	
H/18/03/3	<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/18/03/4	<u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 12TH FEBRUARY 2018 AND ANY MATTERS ARISING</u> Members received the minutes of the Human Resources Committee Meeting held on Monday 12 th February 2018 and the following amendment was made: Page 2 – H/1/02/15 typo amended to read “discretion” Subject to the amendment being made, the following was agreed: <u>H/18/03/4.01 Resolved</u> That the minutes of the Human Resources Committee meeting held on Monday 12 th February 2018 be adopted and signed as a true record by the Chairman of the Human Resources Committee. There were no matters arising.	
H/18/03/5	<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</u>	

**MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS
TO BE BROUGHT TO THEIR ATTENTION**

None noted.

H/18/03/6 TO RECEIVE AN UPDATE ON PCSO

Members were advised that a positive response had been received from the Police Crime Commissioner and the following was agreed:

H/18/03/6.01 Resolved

That a letter of thanks be sent for the positive response and to confirm that funds were available for a PCSO. To offer assistance with the recruitment of a PCSO.

**H/18/03/7 TO RECEIVE THE FINANCIAL ACCOUNTS FOR
HUMAN RESOURCES**

The HR accounts to date were received and noted.

H/18/03/8 EXCLUSION OF THE PRESS & PUBLIC

With the vote being unanimous, it was:

18/03/08.01 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 Chairman proposed that item 9 be moved to the end of the meeting and the following was agreed:

H/18/03/08.01 Resolved

That item 9 regarding a confidential staff report be moved to the end of the meeting.

H/18/03/9 *TO RECEIVE AN UPDATE OF STAFF TRAINING
RECEIVED/REQUIRED**

TCM advised that staff appraisals had been held and that individual training plans had been included. Cllr O'Neill had attended the meetings. The following training had been requested VAT, event management and health and safety, ROSPA inspection. Self-development had also been considered at the appraisals.

TCM advised that recruitment of an apprentice was in process but would not likely be in place until the summer and Members were asked to consider hiring a temporary part time agency worker. The following was agreed:

H/18/03/09.01 Recommendation

That a part time agency worker for 8hrs per week be appointed.

H/18/03/10 DATE OF NEXT MEETING

Monday 16th April 2018 at the Memorial Hall 7:15pm.

H/18/03/11 ITEMS FOR INCLUSION ON NEXT AGENDA

None noted.

H/18/03/12 *TO RECEIVE A CONFIDENTIAL REPORT RELATING TO STAFFING ARRANGEMENTS, SALARIES AND CONTRACT DETAILS*****

A report would be prepared for the Town Council meeting presenting two options and a resolution on items relating to contractual issues would be sought at that meeting

Meeting closed at 8.45pm

Signed _____ Date _____