



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee
Held on Monday 13th August 2018 at 7.05pm at the Memorial Hall Newmarket

Attendance:

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

Councillor J Lay
Councillor R Nobbs
Councillor P Winter

(Councillor P Hulbert - not a member of the HR Committee. In attendance)

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

	Minute	Action by
H/18/08/1	<u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u> TCM advised that as there were no members of the Public present the time of the meeting could be brought forward, if any members of the Public did attend they would be allowed to speak and not disadvantaged in any way by the unanimous agreement to start the meeting 10 minutes early. The following was agreed: <u>H/18/08/1.01 Resolved</u> <u>That the time of the meeting be brought forward to 7:05pm.</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 there were no members of the Public present.	
H/18/08/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllr Morrey	
H/18/08/3	<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/18/08/4	<u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 9TH JULY 2018 AND ANY MATTERS ARISING</u> Members received the minutes of the Human Resources Committee Meeting held on Monday 9th July 2018 and the following was agreed: <u>H/18/08/4.01 Resolved</u> <u>That the minutes of the Human Resources Committee meeting held on Monday 9th July 2018 be adopted and signed as a true record by the Chairman of the Human Resources Committee.</u>	

Matters arising.

DBS Checks – TCM confirmed that SCC would not conduct them as the job descriptions of NTC staff did not meet the criteria. Further enquiries had been made and DBS Scotland would conduct the checks online for all front line staff.

H/18/08/5 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

None noted.

H/18/08/6 TO RECEIVE THE FINANCIAL ACCOUNTS FOR HUMAN RESOURCES

The HR accounts for July were received and noted. TCM would look at how the information on staff salaries would be presented by the new bank account.

H/18/08/7 EXCLUSION OF THE PRESS & PUBLIC

With the vote being unanimous, it was:

18/08/07.01 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.

H/18/08/8 *TO RECEIVE AN UPDATE ON CURRENT STAFF AND VACANCIES*****

TCM advised that the Caretaker vacancy was being advertised but that it would not be filled until the right person was found as the team were working well to cover the duties.

TCM would hold informal individual staff meetings prior to the implementation of the staff appraisal system in September. It was noted that a Councillor had been present for some appraisals last year and the Vice Chairman would be available to assist should the TCM require his presence. It was confirmed that any such Councillor attending appraisals must be a Member of the HR Committee.

TCM confirmed that the priorities for the PCSO included parking enforcement, safety at the Yellow Brick Road and antisocial behaviour in Town. A progress report on recruitment would be sought and a further meeting would be held to set the responsibilities. An item for the Yellow Brick Road and antisocial behaviour would be added to the next Town Council meeting. An item on PCSO would be added to the F&P agenda.

H/18/08/9 DATE OF NEXT MEETING

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

H/18/08/10 ITEMS FOR INCLUSION ON NEXT AGENDA

None noted.

Meeting closed at 7:46pm

Signed _____ Date _____