



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee
Held on Monday 11th November 2019 at 7:15pm at the Memorial Hall Newmarket

Attendance:

Councillor R Hood (Chairman)

Councillor S Caesar

Councillor A Drummond

Councillor T Kerby

Councillor J Lay

Also Present: Deborah Sarson – Acting TCM and Cathy Whitaker – RFO.

Minute		Action by
H/19/11/1	<u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u> The Chairman advised that the Fire Safety Notice and announcement that proceedings may be filmed or recorded was not required.	
H/19/11/2	<u>APOLOGIES FOR ABSENCE</u> None noted.	
H/19/11/3	<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/19/11/4	<u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 14TH OCTOBER 2019 AND ANY MATTERS ARISING</u> Members received the minutes of the Human Resources Committee Meeting held on Monday 14 th October 2019 and the following amendment was made: Page 1 – H/1910/4.01 Resolved – the date of the last HR meeting was changed to read 12 th August 2019. Subject to the amendment being made, the following was agreed: <u>H/19/11/4.01 Resolved</u> That the minutes of the Human Resources Committee meeting held on Monday 14th October 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/19/11/5	<u>PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE</u>	

**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/19/11/6 DRAFT BUDGET

RFO presented the draft budget for 20/21. The Acting TCM made some suggestions around the budget for staffing and was requested to provide proposals for payscale ranges for employees to the next meeting along with a precept increase plan going forward with comparisons for Band D amounts for similar sized councils to be considered for overall budget setting for the council.

H/19/11/7 TO RECEIVE THE FINANCIAL ACCOUNTS

The financial accounts for October 2019 were received and noted.

H/19/11/8 EXCLUSION OF THE PRESS & PUBLIC

With the vote being unanimous, it was:

H/19/11/8.01 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/19/11/9 *TO RECEIVE AN UPDATE ON CURRENT STAFF MATTERS
AND VACANCIES AND TO CONSIDER ANY ISSUES*****

Details regarding the current TCM vacancy were discussed. The job description and T&C's will be reviewed at the next HR meeting. An additional HR meeting was agreed for Monday 9th December at 8pm following the Community Services and Finance and Policy. Recruitment for the Admin post will proceed with Cllr Drummond & the Acting TCM being involved in the interview process.

H/19/11/10 DATE OF NEXT MEETING

Monday 9th December 2019 at the Memorial Hall.

H/19/11/11 ITEMS FOR INCLUSION ON NEXT AGENDA

- HR draft budget 20/21
- TCM recruitment process

Meeting closed at 8:30pm

Signed:By the Chairman

Date: 09/12/2019