

**Membership from May 2019**

Councillor Hood – Chairman
Councillor Lay – Vice Chairman
Councillor Caesar
Councillor De'Ath
Councillor Drummond
Councillor Kerby

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 February 2020 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. **WELCOME** - Chair to read fire safety notice and ask if anyone intends to film or record the meeting.
2. **APOLOGIES** - 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. **MINUTES** - To receive and confirm for accuracy the Minutes of the Meeting held on 9th December 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. **ACCOUNTS** - To receive the financial accounts for Human Resources (herewith).
7. **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.
8. **STAFF UPDATE** – to receive an update on current staff matters and consider any issues.
9. **VACANCY UPDATE** – to receive an update on the recruitment of a Town Clerk.
10. **STAFF APPOINTMENTS** – to consider a proposal to recruit a cleaner on a permanent contract and an additional member of staff to the admin team (report and draft job descriptions herewith)
11. **LEAVE REQUEST** – to consider a request from an employee (herewith).
12. **TOIL UPDATE** – to receive an update on time off in lieu accrued and consider what action to take (information herewith).
13. Date of next meeting – **Monday 10th March 2020**
14. Items for inclusion on next Agenda.

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee
Held on Monday 9th December 2019 at 8:15pm at the Memorial Hall Newmarket

Attendance:

Councillor R Hood (Chairman)
Councillor S Caesar (non-voting)

Councillor A Drummond
Councillor T Kerby

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

	Minute	Action by
H/19/12/1	<u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u> The Chairman read out the Fire Safety Notice and announcement that proceedings may be filmed or recorded.	
H/19/12/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllr Lay.	
H/19/12/3	<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/19/12/4	<u>TO RECEIVE AN CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 11TH NOVEMBER 2019 AND ANY MATTERS ARISING</u> Members received the minutes of the Human Resources Committee Meeting held on Monday 11th November 2019 and the following was agreed: <u>H/19/12/4.01 Resolve</u> That the minutes of the Human Resources Committee meeting held on Monday 11th November 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/19/12/5	<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/19/12/6	<u>***TO RECEIVE AN UPDATE ON CURRENT STAFF MATTERS AND VACANCIES AND TO CONSIDER ANY ISSUES***</u>	

A report was tabled by the TCM regarding recruitment and staff terms and conditions. A resolution was made to change the title of the role from Town Council Manager to Town Clerk; to state the salary for the position at £35-40K; to advertise for the post from 6/1/20 – 17/2/20

H/19/12/7 *TO APPROVE THE DRAFT BUDGET*****

RFO presented the draft budget for 20/21 and the following was agreed:

F/19/12/8.01 Recommendation

That the draft 20/21 Budget for the HR Committee be received and adopted.

H/19/12/8 *STAFF UPDATE*****

Members were informed that the administration post was now filled and the successful candidate had started work.

H/19/12/9 *LOCUM CONTRACT*****

A contract between the Locum TCM and NTC was tabled and the following was agreed.

HR/19/12/9.01 Resolved

A resolution was made to accept the contract; increase the hourly rate to £30 p/hour; authorise locum cover 7 days a week

H/19/12/10 DATE OF NEXT MEETING

Monday 13th January 2020 at the Memorial Hall.

H/19/12/11 ITEMS FOR DISCUSSION ON NEXT AGENDA

- Update on recruitment

Meeting closed at 9:25pm

Signed _____ Date _____

Detailed Income & Expenditure by Budget Heading as at 31/01/2020

Month No: 10

Committee Report HUMAN RESOURCES M10

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Human Resources								
102 Staff Costs								
4010 Staff Uniform/Workwear	0	489	300	(189)		(189)	163.1%	
4020 Misc. Staff Costs	6	933	1,400	468		468	66.6%	
4501 Staff Salaries	10,215	118,393	149,000	30,607		30,607	79.5%	
4503 Employers National Insurance	563	7,744	10,900	3,156		3,156	71.0%	
4504 Employers Pension	194	3,167	7,250	4,083		4,083	43.7%	
Staff Costs :- Indirect Expenditure	10,978	130,726	168,850	38,124	0	38,124	77.4%	0
Net Expenditure	(10,978)	(130,726)	(168,850)	(38,124)				
Human Resources :- Income	0	0	0	0			0.0%	
Expenditure	10,978	130,726	168,850	38,124	0	38,124	77.4%	
Movement to/(from) Gen Reserve	(10,978)	(130,726)						
Grand Totals:- Income	0	0	0	0			0.0%	
Expenditure	10,978	130,726	168,850	38,124	0	38,124	77.4%	
Net Income over Expenditure	(10,978)	(130,726)	(168,850)	(38,124)				
Movement to/(from) Gen Reserve	(10,978)	(130,726)						

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