



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee Held on Monday 13th July 2020 at 7:00pm via Zoom

Attendance:

Councillor C O'Neill (Chairman)
Councillor O Bowen
Councillor A Drummond
Councillor R Hood

Councillor P Hulbert
Councillor M Jefferys
Councillor K Yarrow

Also Present: Debbie Baines – Town Clerk, Cathy Whitaker - RFO, Julie Ashton – Minute Assistant and 1 Member of the Public.

Minute		Action by
H/20/07/1	<u>CHAIRMAN TO ANNOUNCE THAT PROCEEDINGS ARE BEING RECORDED AND TO ADVISE THAT ALL PARTICIPANTS WILL BE MUTED BY THE HOST OF THE MEETING WHO WILL UNMUTE THE INDIVIDUAL THE CHAIRMAN HAS INVITED TO SPEAK</u> The Chairman opened the meeting and announced that proceedings were being recorded. All participants would be muted and would be unmuted when the Chairman invited individuals to speak. There were no other requests to record the meeting.	
H/20/07/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs Caesar and Kerby.	
H/20/07/3	<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/20/07/4	<u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 8TH JUNE 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Human Resources Committee Meeting held on Monday 8th June 2020 and the following was agreed: <u>H/20/07/4.01 Resolved</u> That the minutes of the Human Resources Committee meeting held on Monday 8th June 2020 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/20/07/5	<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/20/07/6 TO RECEIVE THE FINANCIAL ACCOUNTS FOR HUMAN
RESOURCES**

The HR accounts for June 2020 were received and noted.

H/20/07/7 HELPLINE COVER

Town Clerk advised that the office was now covering 9 - 5 during the week and that this would continue. It was noted that calls had dropped off and people were using the helpline number to contact the office. The helpline number would be used until it is handed over to the Voluntary Network group. It was suggested that the helpline number should be changed to a free 0800 number and this would be passed on to the Voluntary Network group to consider.

H/20/07/8 MEMBER/ OFFICER PROTOCOL

It was reported that some Members were not in receipt of the latest document for Member/Officer conduct and it was suggested that the Social Media Policy should be added as an addendum. It was also suggested that any amendments/additions should be highlighted in bold and the following was agreed:

H/20/07/8.01 Resolved

That the Member/Officer Protocol item be deferred to the next meeting to allow for any amendments/additions to the document to be highlighted in bold and to include the Social Media Policy as an addendum.

H/20/07/9 EXCLUSION OF THE PRESS & PUBLIC

With the vote being unanimous, it was:

H/20/07/9.01 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 and Minute Assistant left the meeting

H/20/07/10 *ELLIS WHITTAM*****

The current Ellis Whittam contact list was reviewed and the following was agreed:

H/20/07/10.01 Recommendation

That the authorised contacts going forward would be Town Clerk, RFO, Town Keeper, Events Manager, Mayor, Deputy Mayor, Chair of HR Committee.

H/20/07/11 *TERMS & CONDITIONS*****

A report outlining the options to improve employee terms and conditions was considered and the following was agreed:

H/20/07/11.01 Recommendation

That a Working Group consisting of the Chairman and Vice Chairman of the Human Resources Committee and the Town Clerk will meet to discuss and provide a recommendation for the next HR agenda.

H/20/07/12 *RECOVERY PLAN*****

The recovery plan was discussed. The Town Clerk informed council that all staff except one were working back in the office, observing correct protocols around social distancing and hygiene procedures.

H/20/07/13 *STAFF APPRAISALS*****

Town Clerk advised that all staff appraisals had be conducted by the Acting TCM and Town Clerk. There will be monthly reviews at 4/5 monthly periods.

H/20/07/14 *TO CONSIDER REQUESTS FOR STAFF TRAINING*****

The requests for staff training were considered and the following was agreed:

H/20/07/14.01 Recommendation

That the requests for staff training be approved.

H/20/07/15 DATE OF NEXT MEETING

Monday 10th August 2020 via Zoom.

H/20/07/16 ITEMS FOR INCLUSION ON NEXT AGENDA

- HELPLINE COVER
- TERMS & CONDITIONS OF EMPLOYMENT
- MEMBER/OFFICER PROTOCOL
- STAFF TRAINING

Meeting closed at 8pm

Signed: By the Charmian

Date: 10/08/2020