

**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 9th December 2019 at 8pm

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. Chair to read fire safety notice and ask if anyone intends to film or record the meeting.
2. 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. To receive and confirm for accuracy the Minutes of the Meeting held on 11th November 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. 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.
7. RECRUITMENT AND STAFF TERMS AND CONDITIONS – to consider issues and options for recruiting a new Town Council Manager and staff terms and conditions (report herewith)
8. DRAFT BUDGET to approve the draft budget
9. STAFF UPDATE – To receive an update on current staff matters and vacancies and consider any issues.
10. LOCUM CONTRACT – to approve a draft contract
11. Date of next meeting – **Monday 13th January 2019**
12. Items for inclusion on next Agenda.

Signed

Deborah Sarson, Acting Town Council Manager

4th December 2019

To: Chairman and Members of HR Committee
Other Council Members – The Press – FOR INFORMATION



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 _____ Date _____