

Membership from May 2020

Councillor Bowen
Councillor Caesar
Councillor Drummond
Councillor Hood
Councillor Hulbert
Councillor Jefferys
Councillor Kerby
Councillor O'Neill
Councillor Yarrow



Newmarket
TOWN COUNCIL

The Memorial Hall, High Street, Newmarket Suffolk CB8 8JP

You are hereby summoned to attend a meeting of the

HUMAN RESOURCES COMMITTEE

Monday 8th June 2020 at 7pm on Zoom

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.

This meeting is being held on the online Zoom platform and is being recorded. Any member of the public in attendance who does not wish to be included in the recording can disable their video although this would prohibit their ability to participate in the meeting at the appropriate time.

AGENDA

1. **TO ELECT A CHAIRMAN** for the Human Resources Committee for the municipal year 2020/2021
2. **TO ELECT A VICE CHAIRMAN** for the Human Resources Committee for the municipal year 2020/2021
3. **CHAIR 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
4. **APOLOGIES** To receive and accept apologies for absence
5. **REGISTER OF INTERESTS** 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' Dispensations.
6. **MINUTES OF PREVIOUS MEETING** To receive and confirm the minutes of the meeting held on 10th February 2020 and any matters arising
7. **PUBLIC PARTICIPATION** 'An invitation to members of the public to put questions or statements of not more than 3 minutes duration. Resolutions can only be made on items that are on the agenda, but Councillors are very happy for matters relating to the Town to be brought to their attention
8. **ACCOUNTS** - To receive the financial accounts for Human Resources for Month 2: May 2020
9. **HELPLINE COVER:** proposals for staff handling helpline calls in future
10. **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 relating to individuals.
11. **STAFF UPDATE** – to receive an update on current staff matters and consider any issues.
12. **RECOVERY PLAN** – to consider the staffing implications in relation to the draft recovery plan
13. **CONTRACT MATTERS** – to discuss various matters relating to the Town Clerk's contract including agreeing a start date.
14. **VACANCY UPDATE** – to receive an update on the recruitment of new staff.
15. **STAFF TRAINING** – To consider requests for training.
16. Date of next meeting – **Monday 13th July 2020.**
17. Items for inclusion on next Agenda.

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

Signed  Deborah Sarson, Acting Town Council Manager

2nd June 2020

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 10th February 2020 at 7:15pm at the Memorial Hall Newmarket

Attendance:

Councillor R Hood (Chairman)

Councillor S Ceasar

Councillor J De'Ath

Councillor A Drummond

Councillor T Kerby

Also Present: Cathy Whitaker - RFO.

	Minute	Action by
H/20/02/1	<u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND TO ASK IF ANYONE INTENDS TO FILM OR RECORD THE MEETING</u> The Chairman opened the meeting and advised that the Fire Safety Notice was not required.	
H/20/02/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllr Lay.	
H/20/02/3	<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/20/02/4	<u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 9TH DECEMBER 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Human Resources Committee Meeting held on Monday 9th December 2020 and the following was agreed: <u>H/20/02/4.01 Resolved</u> <u>That the minutes of the Human Resources Committee meeting held on Monday 9th December 2020 be adopted and would be signed as a true record by the Chairman of the Human Resources Committee after the meeting.</u> There were no matters arising.	
H/20/02/5	<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/20/02/6 TO RECEIVE THE FINANCIAL ACCOUNTS FOR HUMAN RESOURCES

The HR accounts for January 2020 were received and noted.

H/20/02/7 EXCLUSION OF THE PRESS & PUBLIC

With the vote being unanimous, it was:

H/20/02/7.01 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/20/02/8 *STAFF UPDATE*****

RFO advised that there were no other issues further to the items listed on the agenda.

H/20/02/9 *TO RECEIVE AN UPDATE ON CURRENT STAFF AND VACANCIES AND CONSIDER ANY ISSUES*****

RFO advised that 8 applications had been received for the Town Clerk vacancy. The advert is still live until 17th February 2020. Cllrs Drummond, Jefferys and Acting TCM will review the applications after that date.

H/20/02/10 *STAFF APPOINTMENTS*****

Members considered a recommendation from the Acting TCM to employ a Marketing/Admin Assistant and a Permanent Cleaner and the following was agreed:

H/20/02/10.01 Resolved

That a Marketing/Admin Assistant and a permanent cleaner be employed.

H/20/02/11 *LEAVE REQUEST*****

Members considered a staff request for leave and the following was agreed:

H/20/02/11.01 Resolved

That the staff request to take leave be approved.

H/20/02/12 *UPDATE ON TOIL*****

Members received a report of time off in lieu accrued and the following was agreed:

H/20/02/12.01 Resolved

That the extra hours accrued by the RFO during November and December 2019 be paid.

A note of thanks was made to the RFO for covering extra hours since October 2019.

H/20/02/13 DATE OF NEXT MEETING

Monday 10th March 2020 at the Memorial Hall.

H/20/02/14 ITEMS FOR INCLUSION ON NEXT AGENDA

None noted.

Meeting closed at 7:40pm

Signed _____ Date _____

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Detailed Income & Expenditure by Budget Heading as at 31 May 2020

Month No: 2

Committee Report for Human Resources

	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	0	400	400		400	0.0%	
4020 Misc. Staff Costs	0	0	1,400	1,400		1,400	0.0%	
4501 Staff Salaries	12,939	24,930	163,500	138,570		138,570	15.2%	
4503 Employers National Insurance	530	1,326	11,200	9,874		9,874	11.8%	
4504 Employers Pension	177	425	7,500	7,075		7,075	5.7%	
Staff Costs :- Indirect Expenditure	13,647	26,681	184,000	157,319	0	157,319	14.5%	0
Net Expenditure	(13,647)	(26,681)	(184,000)	(157,319)				
Human Resources :- Income	0	0	0	0			0.0%	
Expenditure	13,647	26,681	184,000	157,319	0	157,319	14.5%	
Movement to/(from) Gen Reserve	(13,647)	(26,681)						
Grand Totals:- Income	0	0	0	0			0.0%	
Expenditure	13,647	26,681	184,000	157,319	0	157,319	14.5%	
Net Income over Expenditure	(13,647)	(26,681)	(184,000)	(157,319)				
Movement to/(from) Gen Reserve	(13,647)	(26,681)						

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