



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee Held on Monday 14th September 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

Also Present: Debbie Baines – Town Clerk, Cathy Whitaker - RFO, Julie Ashton – Minute Assistant and 2 members of the Public.

Minute		Action by
H/20/09/1	<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.	
H/20/09/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs Caesar and Yarrow.	
H/20/09/3	<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/20/09/4	<u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 10TH AUGUST 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Human Resources Committee Meeting held on Monday 10th August 2020 and the following was agreed: <u>H/20/09/4.01 Resolved</u> That the minutes of the Human Resources Committee meeting held on Monday 10th August 2020 be adopted and would be signed as a true record by the Chairman of the Human Resources Committee after the meeting. Matters arising. Page 2 – H/20/08/9 – The Terms & Conditions of Employment were discussed again and there was no further action.	

- H/20/09/5** **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**
A resident spoke in support of the recommendation for the item that was raised in matters arising.
- H/20/09/6** **TO RECEIVE THE FINANCIAL ACCOUNTS FOR HUMAN RESOURCES**
The HR accounts for August 2020 were received and noted.
- H/20/09/7** **MEMBER/ OFFICER PROTOCOL**
Town Clerk presented the amended Protocol and the following was agreed:
- H/20/09/7.01 recommendation**
 That the amended Newmarket Town Council Member/Officer Protocol be received and adopted.
- H/20/09/8** **STAFF APPRAISAL SCHEME**
The Chairman proposed that a Working Group be set up to review the Staff Appraisal Scheme and to consider applying for the Investors in People award and the following was agreed:
- H/20/09/8.01 Recommendation**
 That a Working Group be set up comprising of Cllrs O'Neill, Jefferys and Hulbert to report back to the next HR committee meeting with the terms of reference to review the Staff Appraisal Scheme and to consider applying for the Investors in People award.
- H/20/09/9** **NALC NJC NATIONAL PAY SCALES FOR 2020/2021**
Town Clerk presented the NALC NJC pay scales for 2020/2021 and a recorded vote was requested.
- Votes for: Cllrs Jefferys, Kerby, O'Neill and Bowen
 Votes against: Cllrs Hulbert, Drummond and Hood
 There were no abstentions. The following was agreed:
- H/20/09/9.01 Recommendation**
 That the NALC NJC pay scales for 2020/2021 be adopted.
- H/20/09/10** **DATE OF NEXT MEETING**
Monday 12th October 2020 via Zoom.
- H/20/09/11** **ITEMS FOR INCLUSION ON NEXT AGENDA**
 • Working Group report on staff appraisals
- H/20/09/12** **EXCLUSION OF THE PRESS & PUBLIC**
With the vote being unanimous, it was:

H/20/09/12.01 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 left the meeting

H/20/09/13 *STAFF UPDATE*****

Town Clerk advised that a member of staff had been off work waiting for the results of a Covid-19 test which was negative and gave details of staff annual leave being taken during September.

Out of office hours key holder responsibilities and call outs to Town Council properties was discussed. A quote to provide this service for £337.50 per property per year plus £40 per visit was considered and the following was agreed:

H/20/09/13.01 Recommendation

That the quote from Abbey Security for £337.50 per property per year plus £40 per visit (plus VAT) to cover out of hours be accepted.

H/20/09/14 *TO CONSIDER REQUESTS FOR STAFF TRAINING*****

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

H/20/09/14.01 Recommendation

That the requests for staff training be approved.

A training plan for Health and Safety training provided by Ellis Whitham would be set up.

Meeting closed at 7:35pm

Signed:By the Chairman

Date:12/10/2020