

Membership from June 2020

Councillor Bowen
Councillor Caesar – Vice Chair
Councillor Drummond
Councillor Hood
Councillor Hulbert
Councillor Jefferys
Councillor Kerby
Councillor O'Neill - Chairman
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 to be held virtually
Monday 12th October 2020 at 7pm

The meeting is open to the public who are encouraged to join the meeting and participate at the appropriate time. The meeting is held on the online Zoom platform, no special software is required. The link to join the meeting is as follows:

<https://us02web.zoom.us/j/82538023621?pwd=RXlLaG16b0ZYbWhYTmN6c3U1Rmp6dz09>

Or by telephone+442039017895: /Meeting ID 825 3802 3621 & password 631411

The meeting will be conducted in the usual way with one person speaking at a time, those wishing to speak putting their hands up and the Chairman determining whose turn it is to speak. Voting will be orally, by roll call.

Occasionally matters relating to contractual or staffing issues do have to be held in the confidential part of the meeting. Members of the public and press may not 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 meeting will be 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

A G E N D A

1. **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
2. **ELECTION OF A VICE CHAIRMAN**
3. **APOLOGIES** To receive and accept apologies for absence
4. **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
5. **MINUTES OF PREVIOUS MEETING** To receive and confirm the minutes of the meeting held on 14th September 2020 and any matters arising
6. **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
7. **ACCOUNTS** - To receive the financial accounts for Human Resources for Month 5: August 2020
8. **DRAFT BUDGET PROPOSAL** – To receive a draft proposal for the Human Resources Committee for the 2021/2022 budget (herewith)
9. **STAFF APPRAISAL SCHEME** – To receive a Working Group report and authorise any actions (to follow)
10. **DATE OF NEXT MEETING** – Monday 9th November 2020
11. Items for inclusion on the next Agenda
12. **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
13. **STAFF UPDATE** – To receive an update on current staff matters and consider any issues
14. **STAFF TRAINING** – To consider requests for training

Signed: *D. Baines*

Debbie Baines, Town Clerk

6th October 2020

Other Council Members – The Press – FOR INFORMATION



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 _____ Date _____

Item 8