

Membership from June 2020

Councillor Bowen
Councillor Drummond
Councillor Hood
Councillor Hulbert
Councillor Jefferys
Councillor Kerby – Vice Chairman
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 9th November 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/81033282047?pwd=SGxMU1JJdUZQL1BRVE4xeS9TRXdRdz09>

Or by telephone: +442034815240 /Meeting ID: 810 3328 2047 & password: 042245

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 appropriate time.

Agenda

- 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. Apologies** To receive and accept apologies for absence
- 3. 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
- 4. Minutes of previous meeting** To receive and confirm the minutes of the meeting held on 12th October 2020 and any matters arising
- 5. Public participation** The meeting is adjourned to enable members of the public to make representations, ask questions and give evidence in respect of business being transacted at the meeting and about any other matter for which the Council has a responsibility or which affects the Town. No person may speak on more than two items and in total for no longer than 3 minutes. 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. Maximum time permitted 15 minutes. *This is the only opportunity during the meeting, for members of the public to address Councillors.*
- 6. Accounts** - To receive the financial accounts for Human Resources for Month 7: October 2020 (to follow)
- 7. Draft budget proposal** – To receive a draft proposal for the Human Resources Committee for the 2021/2022 budget (to follow)
- 8. Date of next meeting** – Monday 11th January 2021
- 9. Items for inclusion on the next Agenda**
- 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 staff matters and consider any actions
- 12. Staff training** – To consider any requests for training

Signed: *D. Baines*

Debbie Baines, Town Clerk

3rd November 2020



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee Held on Monday 12th October 2020 at 7:15pm via Zoom

Attendance:

Councillor C O'Neill (Chairman)
Councillor O Bowen

Councillor R Hood
Councillor P Hulbert
Councillor K Yarrow

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

Minute		Action by
H/20/10/1	<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/20/10/2	<u>ELECTION OF A VICE CHAIRMAN</u> Chairman nominated Cllr Kerby. There were no other nominations and a vote was taken and the following was agreed: <u>H/20/10/2.01 Resolved</u> That Cllr Kerby be elected as the Vice Chairman of the HR Committee for the remainder 2020/21.	
H/20/10/3	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs Drummond, Jefferys and Kerby	
H/20/10/4	<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/20/10/5	<u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 14TH SEPTEMBER 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Human Resources Committee Meeting held on Monday 14th September 2020 and the following was agreed: <u>H/20/10/5.01 Resolved</u> That the minutes of the Human Resources Committee meeting held on Monday 14th September 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/20/10/6 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

None noted.

H/20/10/7 TO RECEIVE THE FINANCIAL ACCOUNTS FOR HUMAN RESOURCES

The HR accounts for September 2020 were received and noted.

H/20/10/8 DRAFT BUDGET PROPOSAL

RFO presented the draft budget for 2021/2022 and a proposal was made to set up a Working Group to look at the details and the following was agreed:

H/20/10/8.01 Recommendation

That a Working Group be set up consisting of the Cllrs O'Neill, Kerby, Jefferys and Bowen with a remit of looking at the details of the draft budget of the HR Committee for 2021/2022, and report back to the next meeting.

H/20/10/9 STAFF APPRAISAL SCHEME

The revised Staff Appraisal scheme had been reviewed and was well received by staff. Ellis Whittam had suggested that a note be added indicating that the policy was non-contractual policy and the following was agreed:

H/20/10/9.01 Recommendation

That the revised Staff Appraisal scheme be received and adopted subject to adding a statement of the policy being a non- contractual commitment and that it be reviewed after one year.

H/20/10/10 DATE OF NEXT MEETING

Monday 9th November 2020 via Zoom.

H/20/10/11 ITEMS FOR INCLUSION ON NEXT AGENDA

- None noted

H/20/10/12 EXCLUSION OF THE PRESS & PUBLIC

With the vote being unanimous, it was:

H/20/10/12.01 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 and Admin Assistant left the meeting

H/20/10/13 *STAFF UPDATE*****

TC gave an update regarding current staff working arrangements in response to the pandemic. Planned responses to any changes to government guidelines or local outbreaks were noted.

A job description for the Caretaker was received, TC reported that it had been reviewed with the staff member and it was agreed that it be formally issued.

H/20/10/13.01 Recommendation

That the job description for the Caretaker be issued

An action agreed under resolution: 20/06/25.07 (H/20/06/13.02) to employ an agency cleaner for an interim period, before looking to recruit a permanent member of staff. was considered. Councillors discussed a proposal to make an offer of employment, on the basis of 15 working hours per week (with the provision for additional hours to be worked in the case of council activities and events), offered at salary grade Option B. It was agreed to authorise the Town Clerk to proceed on this basis.

H/20/10/13.02 Recommendation

That the TC be authorised to make an offer of employment and issue the necessary paperwork, to employ a part-time cleaner (15 hours per week at salary grade B), with additional hours required where council events and activities were planned.

A request by a staff member to take time off was considered.

H/20/10/13.03 Recommendation

That the TC in conjunction with the HR Chairman, be authorised to agree arrangements with the staff member.

H/20/10/14 *TO CONSIDER REQUESTS FOR STAFF TRAINING*****

Staff training was considered and the following was agreed: that requests to take online courses in both Social Media Marketing and Budgeting be approved

H/20/09/14.01 Recommendation

That the requests for staff training be approved.

The meeting closed at 8.05pm

Signed _____ Date _____

DRAFT