



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> 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. 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 _____

DRAFT