

Membership from June 2020

Councillor Drummond
Councillor Hood
Councillor Hulbert
Councillor Jefferys
Councillor Kerby – Vice Chairman
Councillor O'Neill - Chairman
Councillor Yarrow

Quorum: 3 councillors



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 8th March 2021 at 7pm on Zoom

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/85457072534?pwd=aFB5SFA5eWpjdk5RU0hVZmlVYWZSZz09>

Or by telephone: +442030512874 /Meeting ID 854 5707 2534 & password: 771951

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. **Declaration of interests**
 - a) Councillors are invited to raise any declarations of interest concerning items on the agenda
 - b) To consider any requests for dispensation
4. **Minutes of previous meeting held 8th February 2021**
 - a) To consider and adopt the minutes, as a true record of the proceedings
 - b) To consider any matters arising
5. **Public participation** – an invitation to members of the public to make representations to Councillors. Resolutions can only be made on items on the agenda
Rules of public participation: no person may speak on more than two items and for no longer than 3 minutes in total. The maximum time permitted for this item is 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 the previous month (to follow)
7. **Feedback on training attended** - to receive feedback on training regarding bad/unlawful planning decisions
8. **Date of next meeting** – Monday 12th April 2021
9. **Items for consideration at the next meeting**
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

Signed: *D. Baines*

Debbie Baines, Town Clerk

02 March 2021

To: Chairman and Members of HR Committee. Circulated to other councillors and the Press for information.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee **Held on Monday 8th February 2021 at 7:00pm via Zoom**

Attendance:

Councillor C O'Neill (Chairman)
 Councillor A Drummond
 Councillor R Hood

Councillor P Hulbert
 Councillor M Jefferys
 Councillor T Kerby
 Councillor K Yarrow

Also Present: D Baines – Town Clerk and J Ashton – Minute Assistant.

Minute

H/21/02/1 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

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/21/02/2 Apologies for Absence

None noted

H/21/02/3 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

None noted.

H/21/02/4 To Receive and Confirm for Accuracy the Minutes of the Meeting Held On Monday 11th January 2021 and Any Matters Arising

Members received the minutes of the Human Resources Committee Meeting held on Monday 11th January 2021 and the following was agreed:

H/21/02/4.01 Resolved

That the minutes of the Human Resources Committee meeting held on Monday 11th January 2021 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/21/02/5 Public Open Session

No members of the public were in attendance.

H/21/02/6 To Receive the Financial Accounts for Human Resources

The HR accounts for January 2021 were received and noted.

H/21/02/7 Date of Next Meeting

Monday 8th March 2021 via Zoom.



Newmarket

TOWN COUNCIL

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Councillor C O'Neill (Chairman)
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Councillor P Hulbert
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 Councillor T Kerby
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Also Present: D Baines – Town Clerk and J Ashton – Minute Assistant.

Minute

H/21/02/1 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

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/21/02/2 Apologies for Absence

None noted

H/21/02/3 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

None noted.

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H/21/02/5 Public Open Session

No members of the public were in attendance.

H/21/02/6 To Receive the Financial Accounts for Human Resources

The HR accounts for January 2021 were received and noted.

H/21/02/7 Date of Next Meeting

Monday 8th March 2021 via Zoom.

H/21/02/8 Items for Inclusion on Next Agenda

- Feedback on training regarding bad/unlawful planning decisions.

H/21/02/9 Exclusion of the Press & Public

With the vote being unanimous, it was:

H/21/02/9.01 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.

Cllr Hulbert had communication issues and left the meeting then joined the meeting again.

H/21/02/10 *Staff Update*****

The new template for reporting staff updates was welcomed.

Staff Absence - There was no staff sickness to report. Planned leave and leave taken were noted.

Staffing Matters – Annual leave and Public Holidays – A proposal to build Public Holidays into Annual leave to treat all staff equally was considered and the following was agreed:

*****H/21/02/10.01 Recommendation*****

That Public Holidays be included in Annual leave allowance from 1st April 2021.

Staff workloads during lockdown 3 were noted

Town Clerk reported that she had taken on the role of Secretary to the Suffolk Branch of the SLCC. This is a voluntary role and hours will be worked outside of working time.

A probation review meeting for the Town Clerk was held 4th February 2021 and the following was agreed:

*****H/21/02/10.02 Recommendation*****

That the probation period for the Town Clerk be approved and an offer of permanent employment be made.

It was reported that negotiations had been undertaken regarding release fees to enable employment of an agency worker as a member of NTC staff. The matter was no longer urgent and had not yet been pursued.

Training and Development Matters – Town Clerk will resume her studies for a Community Governance Degree week commencing 8th February 2021. Her first year was funded privately and the Committee agreed to consider and support any further funding for the 2nd year when invoices are presented.

A report on the Social Media Training attended by the Events Manager was noted.

A request for the Town Clerk to attend 2 online courses was considered and the following was agreed:

*****H/21/02/10.03 Recommendation*****

That the request for online training SLCC – What to do if you consider a Bad/Unlawful Planning Decision 18th February 2021 £30+VAT and SLCC – Committees, Sub-Committees and Working Groups 1st March 2021 £15+VAT be approved.

Meeting closed at 7:21pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
H/21/02/10.01 Recommendation	That Public Holidays be included in Annual leave allowance from 1st April 2021.
H/21/02/10.02 Recommendation	That the probation period for the Town Clerk be approved and an offer of permanent employment be made.
H/21/02/10.03 Recommendation	That the request for online training SLCC – What to do if you consider a Bad/Unlawful Planning Decision 18th February 2021 £30+VAT and SLCC – Committees, Sub-Committees and Working Groups 1st March 2021 £15+VAT be approved.