

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**
Thursday 1st April 2021 at 6pm 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/86944990618?pwd=QkwyUjRCUEtrN09HZ2hOWXNIZVVaUT09>

Or by telephone: +442034815237 /Meeting ID 869 4499 0618 & password: 536373

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

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 08 March 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. **Date of next meeting** – Monday 12th April 2021
7. **Items for consideration at the next meeting**
8. **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
9. **Staff update** – To receive an update on staff matters and consider any actions

Signed: *D. Baines*

Debbie Baines, Town Clerk

26th 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 March 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 K Yarrow

Also Present: D Baines – Town Clerk and G. Colby – Minute Assistant.

Minute

H/21/03/1 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/21/03/2 Apologies for Absence

Apologies were received from Cllr Kerby.

H/21/03/3 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/21/03/4 To Receive and Confirm for Accuracy the Minutes of the Meeting Held On Monday 8th February 2021 and Any Matters Arising

Members received the minutes of the Human Resources Committee Meeting held on Monday 8th February 2021 and the following was agreed:

H/21/03/4.01 Resolved

That the minutes of the Human Resources Committee meeting held on Monday 8th February 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/21/03/5 Public Open Session

No members of the public were in attendance.

H/21/03/6 To Receive the Financial Accounts for Human Resources

The HR accounts for February 2021 would be circulated after the meeting.

H/21/03/7 Feedback on Training Attended

The Town Clerk gave a verbal report of training recently attended

– “What to do when you consider that a bad planning decision has been made”

H/21/03/8 **Date of Next Meeting**
Monday 12th April 2021 via Zoom.

H/21/03/9 **Items for Inclusion on Next Agenda**
None noted

H/21/03/10 **Exclusion of the Press & Public**
With the vote being unanimous, it was:

H/21/03/10.01 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.

left the meeting.

H/21/03/11 *****Staff Update*****

Town Clerk updated councillors on the Performance Management reviews which had recently taken place. A few minor amendments needed to be made to the policy and review forms; a training session for the staff was proposed, to enable them to gain the most benefit from the process. Where staffing matters for consideration had been identified, these would be brought to a future meeting.

Annual leave requests

A recent government amendment to the Working Time Regulations, made as a result of the pandemic - permitting annual leave to be carried forward, was noted.

Annual leave requests were considered, and the following was agreed:

*****H/21/03/11.01 Recommendation*****

That annual leave requests to approved.

H/21/03/12 *****To Consider Requests for Staff Training*****

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

*****H/21/03/12.01 Recommendation*****

That the requests for Staff training be approved.

Meeting closed at 7.25pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>H/21/03/11.01</u>	That annual leave requests to approved.
<u>H/21/03/12.01</u>	That the requests for Staff training be approved.

DRAFT