



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: By the Chairman

Date:01/04/2021

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.