



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee Held on Monday 12th April 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, C Whitaker – RFO, J Ashton - Minute Assistant and 1 Member of the Public.

Minute

H/21/04/11 The Mayor opened the meeting and a minute's silence was observed in respect of the passing of HRH Prince Philip, Duke of Edinburgh.

Cllr Hood joined the meeting.

H/21/04/12 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 announced that proceedings were being recorded. All participants would be muted and would be unmuted when the Chairman invites individuals to speak.

H/21/04/13 Apologies for Absence
None noted.

H/21/04/14 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/21/04/15 To Receive and Confirm for Accuracy the Minutes of the Extra Ordinary Meeting Held On Monday 1st April 2021 and Any Matters Arising
Members received the minutes of the Human Resources Committee Meeting held on Monday 1st April 2021 and the following amendments were made:

Page 2 – the following Recommendation references were changed as follows:

H/21/04/7.01 Resolved - H/21/04/9.01 Resolved
H/21/04/8.01 Recommendation - H/21/04/10.01 Recommendation
H/21/04/8.01 Recommendation - H/21/04/10.02 Recommendation

Subject to the amendments being made, the following was agreed:

H/21/04/14.01 Resolved

That the minutes of the Human Resources Committee meeting held on Monday 1st April 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/21/04/16 Public Open Session

No members of the public were in attendance.

H/21/04/17 To Receive the Accounts for March 2021

The accounts for March 2021 were received and noted.

H/21/04/18 Date of Next Meeting

Monday 14th June 2021 via Zoom.

H/21/04/19 Items for Inclusion on Next Agenda

None noted.

H/21/04/20 Exclusion of the Press & Public

With the vote being unanimous, it was:

H/21/04/20.01 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 left the meeting

H/21/04/21 *Staff Update*****

TC presented a report as follows:

Absence - 1 day of sickness 1/04/2021 and no leave reported

Salary increment – all eligible staff had met requirements for the annual 1-point increment on the NJC salary scale and the following was agreed:

H/21/04/21.01 Recommendation

That eligible staff be awarded a 1-point increment on the NJC Salary Scale.

Request to take on extra work – the request was considered and the following was agreed:

H/21/04/21.02 Recommendation

That the request to do additional work be approved.

Town Clerk Line Manager – responsibility for line management of the Town Clerk was discussed and the following was agreed:

H/21/04/21.03 Recommendation

That the employment contract of the Town Clerk be reviewed regarding the

responsibility for line management in consultation with the Town Clerk, Mayor, Chairman of the HR Committee, Ellis Whittam and guidance from NALC.

Vacancy update – a candidate had been interviewed on 12th April for the post of Town Keeper and the following was agreed:

H/21/04/10.04 Recommendation

That a temporary 3-month contract be offered to the candidate for the post of Town Keeper subject to references being received. That the post be advertised in the press and social media.

Request for staff training – the request was considered and the following was agreed:

H/21/04/10.05 Recommendation

That the request for the Town Clerk to attend the SLCC Leadership in Action 2021 Conference to be held on 9th and 10th June 2021 at a cost of £75+VAT be approved.

Meeting closed at 7:33pm

Signed by the Chairman

Date 14th June 2021

Summary of Recommendations

Recommendation	Recommendation Wording
<u>H/21/04/21.01 Recommendation</u>	That eligible staff be awarded a 1-point increment on the NJC Salary Scale.
<u>H/21/04/21.02 Recommendation</u>	That the request to do additional work be approved.
<u>H/21/04/21.03 Recommendation</u>	That the employment contract of the Town Clerk be reviewed regarding the responsibility for line management in consultation with the Town Clerk, Mayor, Chairman of the HR Committee, Ellis Whittam and guidance from NALC.
<u>H/21/04/21.04 Recommendation</u>	That a temporary 3-month contract be offered to the candidate for the post of Town Keeper subject to references being received. That the post be advertised in the press and social media.
<u>H/21/04/21.05 Recommendation</u>	That the request for the Town Clerk to attend the SLCC Leadership in Action 2021 Conference to be held on 9th and 10th June 2021 at a cost of £75+VAT be approved.