

Membership from May 2021

Councillor Drummond
Councillor Hall
Councillor Hood
Councillor Hulbert
Councillor Jefferys
Councillor O'Neill
Councillor Winter
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 at
Memorial Hall, High Street, Newmarket, CB8 8JP
On Monday 14th June 2021 at 7pm
or following on from the Neighbourhood Plan
Committee meeting

A G E N D A

The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting.

Members of the public and press may not orally 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 Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting

- 1. To elect a Chairman** for the Human Resources Committee for the municipal year 2021/2022
- 2. To elect a Vice Chairman** for the Human Resources Committee for the municipal year 2021/2022
- 3. Chair to read** fire safety notice and announce that proceedings may be filmed or recorded.
- 4. Apologies** - To receive and accept apologies for absence
- 5. 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
- 6. Minutes of previous meetings held 12th April 2021**
 - a) To consider and adopt the minutes, as a true record of the proceedings
 - b) To consider any matters arising
- 7. 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
- 8. Accounts** - To receive the financial accounts for Human Resources for the previous month
- 9. Items for consideration at the next meeting**
- 10. Date of next meeting 12th July 2021**
- 11. 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
- 12. Staff update** – To receive an update on staff matters and consider any actions

Signed: *CE Whitaker*

Cathy Whitaker, Acting Town Clerk

8th June 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 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 _____ Date _____

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.

06/06/2021

Newmarket Town Council Current Year 2021/2022

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Detailed Income & Expenditure by Budget Heading as at 31/05/2021

Month No: 2

Committee Report HUMAN RESOURCES

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Human Resources								
102 Staff Costs								
4010 Staff Uniform/Workwear	218	218	400	182		182	54.5%	
4020 Misc. Staff Costs	18	18	1,400	1,382		1,382	1.3%	
4501 Staff Salaries	13,243	24,810	149,500	124,690		124,690	16.6%	
4503 Employers National Insurance	1,123	2,080	12,900	10,820		10,820	16.1%	
4504 Employers Pension	306	651	9,800	9,149		9,149	6.6%	
Staff Costs :- Indirect Expenditure	14,909	27,778	174,000	146,222	0	146,222	16.0%	0
Net Expenditure	(14,909)	(27,778)	(174,000)	(146,222)				
Human Resources :- Income	0	0	0	0			0.0%	
Expenditure	14,909	27,778	174,000	146,222	0	146,222	16.0%	
Movement to/(from) Gen Reserve	(14,909)	(27,778)						
Grand Totals:- Income	0	0	0	0			0.0%	
Expenditure	14,909	27,778	174,000	146,222	0	146,222	16.0%	
Net Income over Expenditure	(14,909)	(27,778)	(174,000)	(146,222)				
Movement to/(from) Gen Reserve	(14,909)	(27,778)						