



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee **Held on Monday 14th June 2021 at 7:00pm**

Attendance:

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

Councillor P Hulbert
Councillor M Jefferys
Councillor P Winter
Councillor K Yarrow

Also Present: C Whitaker – Town Clerk.

Minute

Cllr Hood joined the meeting.

H/21/06/1 To Elect a Chairman

Cllr Jefferys nominated Cllr Yarrow. There were no other nominations and a vote was taken. The following was agreed:

H/21/06/1.01 Resolved

That Cllr Yarrow be elected as the Chairman of the HR Committee for 2021/2022

H/21/06/2 To Elect a Vice Chairman

Cllr Yarrow nominated Cllr O'Neill. There were no other nominations and a vote was taken. The following was agreed:

H/20/06/2.01 Resolved

That Cllr O'Neill be elected as the Vice Chairman of the HR Committee for 2021/2022.

H/21/06/3 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The notice was not required.

H/21/06/4 Apologies for Absence

None noted.

H/21/06/5 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/21/06/6 To Receive and Confirm for Accuracy the Minutes of the Extra Ordinary Meeting Held on Monday 12th April 2021 and Any Matters Arising

Members received the minutes of the Human Resources Committee Meeting held on Monday 12th April 2021 and the following was agreed:

Minutes of Human Resources Committee held on 14th June 2021

H/21/06/6.01 Resolved

That the minutes of the Human Resources Committee meeting held on Monday 12th 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/21/06/7 Public Open Session

No members of the public were in attendance.

H/21/06/8 To Receive the Accounts

The accounts for May 2021 were received and noted.

H/21/06/9 Items for Inclusion on Next Agenda

- Staffing Updates
- Job description reviews

H/21/06/10 Date of Next Meeting

Monday 12th July 2021

H/21/06/11 Exclusion of the Press & Public

With the vote being unanimous, it was:

H/21/06/11.01 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.

H/21/06/12 *Staff Update*****

Town Clerk presented a report on staffing issues and the following was agreed:

H/21/06/12.01 Recommendation

That a member of staff will be paid in lieu of notice from 16/6/21.

H/21/06/12.02 Recommendation

That a member of staff will be supported through the Council Sick Pay Scheme.

H/21/06/12.03 Recommendation

That an agency Caretaker be sought in the interim period and job advertisement posted locally.

H/21/06/12.04 Recommendation

That Cllrs Jefferys, O'Neill and the Town Clerk continue with delegated powers to proceed with managing HR issues and scheduling interviews for the post of Town Keeper.

Meeting closed at 8:33pm

Signed by the Chairman

Date 12th July 2021

Summary of Recommendations

Recommendation	Recommendation Wording
<u>H/21/06/1.01 Resolved</u>	That Cllr Yarrow be elected as the Chairman of the HR Committee for 2021/2022
<u>H/21/06/2.01 Resolved</u>	That Cllr O'Neill be elected as the Vice Chairman of the HR Committee for 2021/2022.
<u>H/21/06/12.01 Recommendation</u>	That a member of staff will be paid in lieu of notice from 16/6/21.
<u>H/21/06/12.02 Recommendation</u>	That a member of staff will be supported through the Council Sick Pay Scheme.
<u>H/21/06/12.03 Recommendation</u>	That an agency Caretaker be sought in the interim period and job advertisement posted locally.
<u>H/21/06/12.04 Recommendation</u>	That Cllrs Jefferys, O'Neill and the Town Clerk continue with delegated powers to proceed with managing HR issues and scheduling interviews for the post of Town Keeper.