

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 12th July 2021 at 7.00pm
or following on from the Neighbourhood Plan
Committee meeting, whichever is later

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. Chair to read** fire safety notice and announce that proceedings may be filmed or recorded.
- 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 meetings held 14th June 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 for 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. Accounts** - To receive the financial accounts for Human Resources for the previous month
- 7. Performance Management** – to receive a verbal update regarding interim review dates
- 8. Items for consideration at the next meeting**
- 9. Date of next meeting 9th August 2021**
- 10. 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
- 11. Staff update** – To receive an update on staff matters and consider any actions

Signed: *CE Whitaker*

Cathy Whitaker, Town Clerk

6th July 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 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 _____ Date _____

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.

01/07/2021

Newmarket Town Council Current Year 2021/2022

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Detailed Income & Expenditure by Budget Heading as at 30/06/2021

Month No: 3

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								
<u>102 Staff Costs</u>								
4010 Staff Uniform/Workwear	0	218	400	182		182	54.5%	
4020 Misc. Staff Costs	76	94	1,400	1,306		1,306	6.7%	
4501 Staff Salaries	11,265	36,075	149,500	113,425		113,425	24.1%	
4503 Employers National Insurance	686	2,766	12,900	10,134		10,134	21.4%	
4504 Employers Pension	225	876	9,800	8,924		8,924	8.9%	
Staff Costs :- Indirect Expenditure	<u>12,251</u>	<u>40,029</u>	<u>174,000</u>	<u>133,971</u>	<u>0</u>	<u>133,971</u>	<u>23.0%</u>	<u>0</u>
Net Expenditure	<u>(12,251)</u>	<u>(40,029)</u>	<u>(174,000)</u>	<u>(133,971)</u>				
Human Resources :- Income	0	0	0	0			0.0%	
Expenditure	12,251	40,029	174,000	133,971	0	133,971	23.0%	
Movement to/(from) Gen Reserve	<u>(12,251)</u>	<u>(40,029)</u>						
Grand Totals:- Income	0	0	0	0			0.0%	
Expenditure	12,251	40,029	174,000	133,971	0	133,971	23.0%	
Net Income over Expenditure	<u>(12,251)</u>	<u>(40,029)</u>	<u>(174,000)</u>	<u>(133,971)</u>				
Movement to/(from) Gen Reserve	<u>(12,251)</u>	<u>(40,029)</u>						