



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee **Held on Monday 12th July 2021 at 7:15pm**

Attendance:

Councillor K Yarrow (Chairman)
Councillor A Drummond

Councillor C O'Neill
Councillor P Winter

Also present: C Whitaker – Town Clerk and J Ashton – Minute Assistant.

Minute

- H/21/07/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded**
The notice was not required.
- H/21/07/2 Apologies for Absence**
Apologies were received from Councillors Hood, Hulbert and Jefferys.
Councillor Hall was absent.
- H/21/07/3 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/21/07/4 To Receive and Confirm for Accuracy the Minutes of the Extra Ordinary Meeting Held on Monday 14th June 2021 and Any Matters Arising**
Members received the minutes of the Human Resources Committee Meeting held on Monday 14th June 2021 and the following was agreed:
- H/21/07/4.01 Resolved**
That the minutes of the Human Resources Committee meeting held on Monday 14th June 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/21/07/5 Public Open Session**
No members of the public were in attendance.
- H/21/07/6 To Receive the Accounts**
The accounts for June 2021 were received and noted.
- H/21/07/7 Performance Management**
Town Clerk reported that staff Performance Management reviews would be held in October.
- H/21/07/8 Items for Inclusion on Next Agenda**

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Book Number 9 2021 - 2022

None noted.

H/21/07/9 **Date of Next Meeting**
Monday 9th August 2021

H/21/07/10 **Exclusion of the Press & Public**
With the vote being unanimous, it was:

H/21/07/10.01 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.

The Minute Assistant left the meeting.

H/21/07/11 *****Staff Update*****
Town Clerk presented a report on a proposal for a new staffing structure and the following was agreed:

*****H/21/07/11.01 Recommendation*****

That the proposal for a new staffing team structure be approved.

*****H/21/07/11.02 Recommendation*****

That the proposal for staff re-grading of four positions be approved.

*****H/21/07/11.03 Recommendation*****

That a transfer of £10,000 from EMR 332 (Human Resources EMR) to the HR committee account be approved.

Meeting closed at 7:30pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>***H/21/07/11.01 Recommendation***</u>	That the proposal for a new staffing team structure be approved.
<u>***H/21/07/11.02 Recommendation***</u>	That the proposal for staff re-grading of four positions be approved.
<u>***H/21/07/11.03 Recommendation***</u>	That a transfer of £10,000 from EMR 332 (Human Resources EMR) to the HR committee account be approved.