



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee **Held on Monday 9th August 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

Also present: C Whitaker – Town Clerk and J Ashton – Minute Assistant and 2 Members of the Public.

Minute

H/21/08/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chairman opened the meeting read out the fire safety briefing and announced that no fire alarm was planned and that the meeting may be filmed or recorded.

H/21/08/2 Apologies for Absence

Apologies were received from Cllr Yarrow.

H/21/08/3 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/21/08/4 To Receive and Confirm for Accuracy the Minutes of the Extra Ordinary Meeting Held on Monday 12th July 2021 and Any Matters Arising

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

H/21/08/4.01 Resolved

That the minutes of the Human Resources Committee meeting held on Monday 12th July 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/21/08/5 Public Open Session

No members of the public wished to speak.

H/21/08/6 To Receive the Accounts

The accounts for July 2021 were received and noted.

H/21/08/7 Ellis Whittam

Draft Contract of Employment – The revised draft contract of employment was presented and considered and the following was agreed:

H/21/08/7.01 Resolved

That further enquires be made regarding overtime and other proposed amendments.

Revised Staff Handbook - The revised staff hand book was presented and considered and further enquires would be made along with proposed amendments.

H/21/08/8 Items for Inclusion on Next Agenda

Ellis Whittam draft new contract of employment and staff handbook.

H/21/08/9 Date of Next Meeting

Monday 11th October 2021

H/21/08/10 Exclusion of the Press & Public

With the vote being unanimous, it was:

H/21/08/10.01 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 and members of the public left the meeting.

H/21/08/11 *Staff Update*****

Town Clerk gave a report regarding recruitment and staffing matters.

It was noted that, subject to references being received, Mrs Tracey Symonds would commence as Deputy Town Clerk on 1st September.

The following was agreed:

*****H/21/08/11.02 Recommendation*****

That the position of Caretaker be re-advertised; with an agency caretaker filling the post in the short-term.

*****H/21/08/11.03 Recommendation*****

That a proposal for WSC weekend safety and maintenance check provision be accepted in principle, with costs being provided to the Community and Leisure Committee for consideration of the financial implications.

*****H/21/08/11.04 Recommendation*****

That Ellis Whittam be consulted regarding correspondence from a past employee.

Meeting closed at 7.32pm

Signed: By the Chairman

Date:12/10/2021

Summary of Recommendations

Recommendation	Recommendation Wording
<u>H/21/08/7.01 Resolved</u>	That further enquires be made regarding overtime and other proposed amendments.
<u>***H/21/08/11.02 Recommendation***</u>	That the position of Caretaker be re-advertised; with an agency caretaker filling the post in the short-term.
<u>***H/21/08/11.03 Recommendation***</u>	That a proposal for WSC weekend safety and maintenance check provision be accepted in principle, with costs being provided to the Community and Leisure Committee for consideration of the financial implications.
<u>***H/21/08/11.04 Recommendation***</u>	That Ellis Whittam be consulted regarding correspondence from a past employee.