



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee **Held on Monday 17th January 2022 at 7:00pm**

Attendance:

Councillor K Yarrow (Chairman)
Councillor A Drummond

Councillor P Hulbert
Councillor M Jefferys
Councillor P Winter

Also present: C Whitaker – Town Clerk.

Minute

- H/22/01/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded**
The notice was not required.
- H/22/01/2 Apologies for Absence**
Apologies were received from Cllrs Hall, Hood and O'Neill.
- H/22/01/3 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. There were no requests for dispensations.
- H/22/01/4 To Receive and Confirm for Accuracy the Minutes of the Extra Ordinary Meeting Held on Monday 13th December 2021 and Any Matters Arising**
Members received the minutes of the Human Resources Committee Meeting held on Monday 13th December 2021 and the following was agreed:
- H/22/01/4.01 Resolved**
That the minutes of the Human Resources Committee meeting held on Monday 13th December 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/22/01/5 Public Open Session**
No members of the public were in attendance.
- H/22/01/6 To Receive the Accounts**
The accounts for November and December 2021 were noted.
- H/22/01/7 Budget 2022/2023**
It was proposed that discussion of the Human Resources draft budget for 2022/2023 would be considered under the confidential section of the meeting and the following was agreed:

Minutes of Human Resources Committee held on 17th January 2022

Book Number 18 2021 - 2022

H/22/01/7.01 Resolved

That the draft HR Budget for 2022/2023 be considered in the confidential section of the meeting, due to potential privacy issues whilst discussing staff posts.

H/22/01/8 Items for Inclusion on Next Agenda

None suggested.

H/22/01/9 Date of Next Meeting

Monday 14th February 2022

H/22/01/10 Exclusion of the Press & Public

With the vote being unanimous, it was:

H/22/01/10.01 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.

H/22/01/11 *Staff Update*****

Town Clerk gave an update on the current staffing situation and informed that the Town Keeper and Administration Assistant posts are now vacant and being advertised with an agency, a recruitment website and the Newmarket Journal.

The draft budget for the HR committee was discussed in the context of a report tabled by the Town Clerk which recommended a re-grading of the staff team in the light of the April 2022 increase in the National Living Wage, the introduction of the Health and Social Care Levy and the outstanding cost of living increase which is being awaited for settlement from the NJC. The following was agreed:

H/22/01/11.01 Resolved

To approve staff re-grading as presented from April 2022.

Further amendment will be made to the draft HR committee budget and tabled at the full Town Council meeting on 31/1/2022.

A report was received from the Town Clerk regarding a case for the employment of a new post – Event Co-ordinator and the following was agreed:

H/22/01/11.02 Recommended

That a new post of Event Co-ordinator would be advertised and interviewed.

Meeting closed at 7.20pm

Signed by the Chairman Date 14th February 2022

Summary of Recommendations

Recommendation	Recommendation Wording
<u>H/22/01/7.01 Resolved</u>	That the draft HR Budget for 2022/2023 be considered in the confidential section of the meeting, due to potential privacy issues whilst discussing staff posts.
<u>H/22/01/11.01 Resolved</u>	To approve staff re-grading as presented from April 2022.
<u>H/22/01/11.02 Recommended</u>	That a new post of Event Co-ordinator would be advertised and interviewed.