

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 14th February 2022 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 17th January 2022**
 - 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. Items for consideration at the next meeting**
- 8. Date of next meeting 14th March 2022**
- 9. 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
- 10. Staff update** – To receive an update on staff matters and consider any actions

Signed: *CE Whitaker*

Cathy Whitaker, Town Clerk

8th February 2022

To: Chairman and Members of HR Committee. Circulated to other councillors and the Press for information.

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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:

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 Resolved

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

Meeting closed at 7.20pm

Signed _____ Date _____

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 Resolved</u>	That a new post of Event Co-ordinator would be advertised and interviewed.

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07/02/2022

Newmarket Town Council Current Year 2021/2022

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Detailed Income & Expenditure by Budget Heading as at 31/1/22

Month No: 10

Committee Report Human Resources M10

		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</u>	<u>Staff Costs</u>								
1005	Misc Income	67	360	0	(360)			0.0%	
	Staff Costs :- Income	67	360	0	(360)				0
4010	Staff Uniform/Workwear	0	665	400	(265)		(265)	166.3%	
4020	Misc. Staff Costs	27	1,518	1,400	(118)		(118)	108.5%	
4501	Staff Salaries	12,945	134,773	149,500	14,727		14,727	90.1%	7,000
4503	Employers National Insurance	895	10,140	12,900	2,760		2,760	78.6%	1,500
4504	Employers Pension	418	3,273	9,800	6,527		6,527	33.4%	1,500
	Staff Costs :- Indirect Expenditure	14,284	150,370	174,000	23,630	0	23,630	86.4%	10,000
	Net Income over Expenditure	(14,217)	(150,010)	(174,000)	(23,990)				
6000	plus Transfer from EMR	0	10,000						
	Movement to/(from) Gen Reserve	(14,217)	(140,010)						
	Human Resources :- Income	67	360	0	(360)			0.0%	
	Expenditure	14,284	150,370	174,000	23,630	0	23,630	86.4%	
	Net Income over Expenditure	(14,217)	(150,010)	(174,000)	(23,990)				
	plus Transfer from EMR	0	10,000						
	Movement to/(from) Gen Reserve	(14,217)	(140,010)						
	Grand Totals:- Income	67	360	0	(360)			0.0%	
	Expenditure	14,284	150,370	174,000	23,630	0	23,630	86.4%	
	Net Income over Expenditure	(14,217)	(150,010)	(174,000)	(23,990)				
	plus Transfer from EMR	0	10,000						
	Movement to/(from) Gen Reserve	(14,217)	(140,010)						

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