



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee **Held on Monday 20th June 2022 at 7:10pm**

Attendance:

Councillor K Yarrow (Chairman)

Councillor D Hall

Councillor R Hood

Councillor P Hulbert

Councillor P Winter

Also present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk and J Ashton – Minute Assistant.

Minute

H/22/06/1 To Elect a Chairman

Cllr Winter nominated Cllr Yarrow. There were no other nominations and a vote was taken. The following was agreed:

H/22/06/1.01 Resolved

That Cllr Yarrow be elected as the Chairman of the HR Committee for the municipal year 2022/2023.

H/22/06/2 To Elect a Vice Chairman

Cllr Yarrow nominated Cllr Harvey. There were no other nominations and a vote was taken. The following was agreed:

D/22/06/2.01 Resolved

That Cllr Harvey be elected as the Vice Chairman of the HR Committee for the municipal year 2022/2023.

H/22/06/3 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The notice was not required.

H/22/06/4 Apologies for Absence

Apologies were received from Cllrs Drummond, Harvey, Jefferys and Lay. It was noted that all apologies should be sent to the Town Clerk.

H/22/06/5 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. There were no requests for dispensations.

H/22/06/6 To Receive and Confirm for Accuracy the Minutes of the Human Resources Meeting Held on Monday 9th May 2022 and Any Matters Arising

Members received the minutes of the Human Resources Committee Meeting held on Monday 9th May 2022 and the following was agreed:

H/22/06/6.01 Resolved

That the minutes of the Human Resources Committee meeting held on Monday 9th May 2022 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/22/06/7 Public Open Session

No members of the public were present.

H/22/06/8 To Receive the Accounts

The accounts for May 2022 were noted.

H/22/06/9 Date of Next Meeting

Monday 17th October 2022.

H/22/06/10 Exclusion of the Press & Public

With the vote being unanimous, it was:

H/22/06/10.01 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/22/06/11 *Staff Update*****

Town Clerk gave an update on current staffing and reported that the Admin Assistant had successfully completed 3 months' probation. The following was agreed:

*****H22/06/11.01 Recommendation*****

That a permanent position be offered to the Admin Assistant following 3 months of successful probation.

A training request for the Admin Assistant to complete an online ILCA course (Introduction to Local Council Administration) was considered and the following was agreed:

*****H/22/06/11.02 Recommendation*****

That the training request for the Admin Assistant to complete an online ILCA course (Introduction to Local Council Administration) for a cost of £120 be approved.

It was reported that the Assistant Town Keeper had resigned and that the previous grievance had been withdrawn. There were now two vacancies to be filled and the following was agreed:

*****H/22/06/11.03 Recommendation*****

That the costs relating to the recruitment of an Assistant Town Keeper and Events Assistant be approved.

Meeting closed at 7:23pm

Signed by the Chairman

Date 17th October 2022

Summary of Recommendations

Recommendation	Recommendation Wording
<u>H/22/06/1.01 Resolved</u>	That Cllr Yarrow be elected as the Chairman of the HR Committee for the municipal year 2022/2023.
<u>H/22/06/2.01 Resolved</u>	That Cllr Harvey be elected as the Vice Chairman of the HR Committee for the municipal year 2022/2023.
<u>***H/22/06/11.01 Recommendation***</u>	That a permanent position be offered to the Admin Assistant following 3 months of successful probation.
<u>***H/22/06/11.02 Recommendation***</u>	That the training request for the Admin Assistant to complete an online ILCA course (Introduction to Local Council Administration) for a cost of £120 be approved.
<u>***H/22/06/11.03 Recommendation***</u>	That the costs relating to the recruitment of an Assistant Town Keeper and Events Assistant be approved.