

Membership from May 2022

Councillor Drummond
Councillor Hall
Councillor Harvey (Vice)
Councillor Hood
Councillor Hulbert
Councillor Jefferys
Councillor Lay
Councillor Winter
Councillor Yarrow (Chair)

Quorum: 3



Newmarket
TOWN COUNCIL

The Memorial Hall, High Street, Newmarket Suffolk CB8 8JP

You are hereby summoned to attend an Extra-Ordinary meeting of the
Human Resources committee to be held at
Memorial Hall, High Street, Newmarket, CB8 8JP
On Monday 31st October 2022 at 6.45pm
or following on from the Extra-Ordinary Full Town Council
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 October 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. Budget 2023/2024** – To receive a recommendation by the HR working group for the version 2 draft budget proposal for the municipal year 2023/2024 for the Human Resources Committee
- 7. Date of next meeting** – Monday 22nd May 2023, or sooner if required

Signed: *CE Whitaker*

Cathy Whitaker, Town Clerk

Date 25th October 2022

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



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee **Held on Monday 17th October 2022 at 7:50pm**

Attendance:

Councillor K Yarrow (Chair)

Councillor A Drummond

Councillor D Hall

Councillor J Harvey (Vice Chair)

Councillor R Hood

Councillor P Hulbert

Councillor M Jefferys

Councillor P Winter

Also present: C Whitaker – Town Clerk and 1 member of the public.

Minute

H/22/10/1 To Elect a Chairman

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

H/22/10/1.01 Resolved

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

H/22/10/2 To Elect a Vice Chairman

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

H/22/10/2.01 Resolved

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

H/22/10/3 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Fire Notice was not required.

H/22/10/4 Apologies for Absence

Apologies were received from Cllr Lay.

H/22/10/5 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/22/10/6 To Receive and Confirm for Accuracy the Minutes of the Human Resources Meeting Held on Monday 20th June 2022 and Any Matters Arising

Members received the minutes of the Human Resources Committee Meeting held on Monday 20th June 2022 and the following was agreed:

H/22/10/6.01 Resolved

Minutes of Human Resources Committee held on 17th October 2022

That the minutes of the Human Resources Committee meeting held on Monday 20th June 2022 be adopted and be signed as a true record by the Chairman of the Human Resources Committee.

There were no matters arising.

H/22/10/7 Public Open Session

No members of the public wished to speak.

H/22/10/8 To Receive the Accounts

The accounts for September 2022 were noted.

H/22/10/9 Budget 2023/2024

The draft HR Committee Budget for 2023/2024 was discussed and the following was agreed:

H/22/10/9.01 Recommendation

That a task and finish HR Working Group meet as soon as possible to consider the draft HR budget for 2023/2024, consisting of Cllrs Hall, Harvey and Yarrow. To report recommendations to an Extraordinary Meeting of the HR Committee; date to be decided.

Cllr Hood left the meeting.

H/22/10/10 Date of Next Meeting

Monday 16th January 2023.

H/22/10/11 Exclusion of the Press & Public

With the vote being unanimous, it was:

H/22/10/11.01 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 member of the public left the meeting.

H/22/10/12 *Staff Update*****

Town Clerk gave an update on current staffing and reported that the Administration Assistant had left the position on 29/8/22. This position is now filled with the new staff member starting 31/10/22. The position of Assistant Town Keeper is now filled. Regular probation period meetings will take place between new staff and line manager/Mayor. Interviews for the Events Co-ordinator/Marketing Assistant will be carried out.

Meeting closed at 8.15pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>H/22/10/1.01 Resolved</u>	That Cllr Yarrow be elected as the Chairman of the HR Committee for the municipal year 2022/2023.
<u>H/22/10/2.01 Resolved</u>	That Cllr Harvey be elected as the Vice Chairman of the HR Committee for the municipal year 2022/2023.
<u>H/22/10/9.01 Resolved</u>	That a task and finish HR Working Group meet as soon as possible to consider the draft HR budget for 2023/2024, consisting of Cllrs Hall, Harvey and Yarrow. To report recommendations to an Extraordinary Meeting of the HR Committee; date to be decided.

Blank

	2020/2021	2020/2021	2021/2022	2021/2022	2022/2023	2022/2023	2022/2023	2023/2024	% change	Notes
	Budget	Actual	Budget	Actual	Budget	Year to Date as at 18/10/22	Projected Actual at 31/3/23	Proposed Budget		
102 Staff costs										
4010 Staff Workwear	£ 400.00	£ 297.00	£ 400.00	£ 852.00	£ 420.00	£ -	£ 420.00	£ 600.00	43%	
4020 Misc Staff Costs	£ 1,400.00	£ 1,481.00	£ 1,400.00	£ 1,581.00	£ 1,470.00	£ 794.00	£ 1,470.00	£ 2,000.00	36%	
4501 Salaries	£ 163,500.00	£ 138,786.00	£ 149,500.00	£ 161,884.00	£ 162,975.00	£ 87,506.00	£ 220,000.00	£ 229,300.00	41%	
4503 NI Employer contrib	£ 11,200.00	£ 9,988.00	£ 12,900.00	£ 12,480.00	£ 14,045.00	£ 8,458.00	£ 23,000.00	£ 23,893.00	70%	
4504 Pension Employer contrib	£ 7,500.00	£ 3,180.00	£ 9,800.00	£ 4,173.00	£ 10,790.00	£ 3,080.00	£ 16,402.00	£ 17,315.00	60%	
Net Expenditure	£ 184,000.00	£ 153,732.00	£ 174,000.00	£ 180,970.00	£ 189,700.00	£ 99,838.00	£ 261,292.00	£ 273,108.00	44%	£83,408.00
										Increase from prev year

NOTES TO THE BUDGET PROPOSAL:

2020/21: During Covid - underspend against budget due to minimal council activity resulting in minimal overtime payments.

2021/22: Overspend against budget due to increased council activity post pandemic, resulting in some overtime payments. In addition, it was felt that the whole budget increase had to be controlled due to post-pandemic hardship and £10K was taken from the HR EMR, which had been built up from previous years' underspends, due to under staffing.

2022/23: Significant overspend as result of two necessary re-alignments of staffing structure pay scales (first to attract/retain staff and second to accommodate the significant rise in the National Living Wage). Budget increase was again limited this year in light of the cost of living crisis, hence the overspend will be counteracted by EMR transfers from HR EMR and a recommendation to offset the remaining amount from the Leisure Services budget underspend at 31/3/23.

2023/24: Whilst there is a proposed increase in the HR budget proposal, the OVERALL budget increase I am recommending will be 15%. Please note that the real-term increase to the tax payer (percentage and actual amount) will be different to this and we will be able to calculate this once WSC release the tax-base figures for 23/24.

Going forward: I am as confident as I can be that the proposed committee budget is much more accurate and realistic than past years' budgets and that we should be able to view more relevant information throughout the next financial year.