

Membership from May 2023

Councillor Berry
Councillor Drummond
Councillor Harvey (Vice Chair)
Councillor Hood
Councillor Jarvis
Councillor Kavanagh
Councillor Nobbs
Councillor Winter
Councillor Yarrow (Chair)

Members = 9

Quorum: 3



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 16th October 2023 at 7.00pm
or following on from the Development & Planning 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 24th July 2023**
 - 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 for a draft budget proposal for the municipal year 2024/2025 for the Human Resources Committee
- 7. Date of next meeting** – To be confirmed - 2024

Signed: *CE Whitaker*

Cathy Whitaker, Town Clerk

Date 10th October 2023

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 the Extra-Ordinary Meeting of the Human Resources Committee

Held on Monday 24th July 2023 at 7:30pm

Attendance:

Councillor J Harvey (Chair)

Councillor J Berry

Councillor J Jarvis

Councillor E Kavanagh

Councillor R Nobbs

Councillor P Winter

Also present: C Whitaker – Town Clerk.

Minute

- H/23/07/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded**
The Fire Notice was not required.
- H/23/07/2 Apologies for Absence**
Apologies were received from Councillors Drummond, Hood and Yarrow.
- H/23/07/3 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/23/07/4 To Receive and Confirm for Accuracy the Minutes of the Human Resources Meeting Held on Tuesday 22nd May 2023 and Any Matters Arising**
Members received the minutes of the Extraordinary Human Resources Committee Meeting held on Monday 22nd May 2023 and the following was agreed:
H/23/07/4.01 Resolved
That the minutes of the Extraordinary Human Resources Committee meeting held on Monday 22nd May 2023 be adopted and be signed as a correct record by the Chairman of the Human Resources Committee.

There were no matters arising.
- H/23/07/5 Public Open Session**
No members of the public were present.
- H/23/07/6 Exclusion of the Press & Public With the vote being unanimous, it was:**

H/23/07/08.01 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/23/07/7 Staff Update**

Minutes of the Extraordinary Human Resources Committee held on 24th July 2023

A staff update was given and the following was agreed:

H/23/07/7.01 Recommended

That the pay-scale of a staff post be re-aligned.

Date of Next Meeting

Monday 16th October 2023 or sooner if required.

Meeting closed at 7:35pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>H/23/07/7.01 Recommendation</u>	That the pay-scale of a staff post be re-aligned.

	2021/2022	2021/2022	2022/2023	2022/2023	2023/2024	2023/2024	2023/2024	2024/2025	% change	Notes
	Budget	Actual	Budget	Actual	Budget	Year to Date as at 30/9/2023	Projected Actual at 31/3/24	Proposed Budget		
102 Staff costs										
4010 Staff Workwear	£ 400.00	£ 852.00	£ 420.00	£ 351.00	£ 600.00	£ 171.00	£ 500.00	£ 600.00	0%	
4020 Misc Staff Costs	£ 1,400.00	£ 1,581.00	£ 1,470.00	£ 1,043.00	£ 2,000.00	£ 967.00	£ 1,500.00	£ 2,000.00	0%	
4501 Salaries	£ 149,500.00	£ 161,884.00	£ 162,975.00	£ 187,032.00	£ 229,300.00	£ 97,562.00	£ 229,300.00	£ 240,000.00	5%	
4503 NI Employer contrib	£ 12,900.00	£ 12,480.00	£ 14,045.00	£ 17,666.00	£ 23,893.00	£ 8,763.00	£ 23,893.00	£ 32,530.00	36%	
4504 Pension Employer contrib	£ 9,800.00	£ 4,173.00	£ 10,790.00	£ 6,418.00	£ 17,315.00	£ 14,272.00	£ 17,315.00	£ 23,574.00	36%	
Net Expenditure	£ 174,000.00	£ 180,970.00	£ 189,700.00	£ 212,510.00	£ 273,108.00	£ 121,735.00	£ 272,508.00	£ 298,704.00	9%	£25,596.00
										Increase from prev year

NOTES TO THE BUDGET PROPOSAL:

- The increase is made up of an estimated £11,500 total pay award for 2024/2025
- Also provision for SCP Payscale start date anniversary uplifts
- Incorporates an ballpark estimate for overtime payments
- National Insurance rates are presumed to remain at 13.80% of qualifying earnings for the Employer's Contributions

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