

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 an **EXTRA-ORDINARY** meeting of the
Human Resources committee to be held at
Memorial Hall, High Street, Newmarket, CB8 8JP
On Monday 8th January 2024 at 7.30pm
or following on from the Community Services 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 18th December 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. 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
- 7. Staff update** – To receive a report regarding confidential staff matters (to follow)
- 8. Date of next meeting** – 20th May 2024 or earlier if required

Signed: *CE Whitaker*

Cathy Whitaker, Town Clerk

Date 8th January 2024

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 Meeting of the Extraordinary Human Resources Committee **Held on Monday 18th December 2023 at 7:45pm**

Attendance:

Councillor K Yarrow (Chair)
 Councillor J Berry
 Councillor J Harvey
 Councillor R Hood

Councillor J Jarvis
 Councillor E Kavanagh
 Councillor R Nobbs
 Councillor P Winter

Also present: C Whitaker – Town Clerk.

Minute

- H/23/12/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded**
 The Fire Notice was not required.
- H/23/12/2 Apologies for Absence**
 Apologies were received from Cllr Drummond.
- H/23/12/3 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/23/12/4 To Receive and Confirm for Accuracy the Minutes of the Extraordinary Human Resources Meeting Held on Monday 16th October 2023 and Any Matters Arising**
 Members received the minutes of the Extraordinary Human Resources Committee Meeting held on Monday 16th October 2023 and the following was agreed:
- H/23/12/4.01 Resolved**
That the minutes of the Extraordinary Human Resources Committee meeting held on Monday 16th October 2023 be adopted and be signed as a correct record by the Chairman of the Human Resources Committee.
- There were no matters arising.
- H/23/12/5 Public Open Session**
 No members of the public were present.
- H/23/12/6 Exclusion of the Press & Public With the vote being unanimous, it was:**
- H/23/12/6.01 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.

Minutes of the Extraordinary Human Resources Committee held on 18th December 2023

H/23/12/7 Staff Update

A staff update was given and the following was agreed:

H/23/12/7.01 Recommendation

That maternity cover for a staff position will be advertised for in January.

H/23/12/7.02 Recommendation

A confidential Human Resources matter was discussed with delegated powers being given to Cllrs Yarrow, Winter, and Harvey to continue to take necessary action and to return to Full Council with a report in due course.

H/23/12/7.03 Recommendation

That an Extra-Ordinary Full Council meeting be held on Monday 8th January 2024 after the D&P and CS Committee meetings.

H/23/12/8 Date of Next Meeting

To be confirmed.

Meeting closed at 7:50pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>H/23/12/7.01 Recommendation</u>	That maternity cover for a staff position will be advertised for in January.
<u>H/23/12/7.02 Recommendation</u>	A confidential Human Resources matter was discussed with delegated powers being given to Cllrs Yarrow, Winter, and Harvey to continue to take necessary action and to return to Full Council with a report in due course.
<u>H/23/12/7.03 Recommendation</u>	That an Extra-Ordinary Full Council meeting be held on Monday 8th January 2024 after the D&P and CS Committee meetings.