



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: By the Chairman

Date: Monday 18th December 2023

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.