



Newmarket

TOWN COUNCIL

Minutes of the Meeting of the Human Resources Committee

Held on Monday 20th May 2024 at 7:55pm

Attendance:

Councillor K Yarrow (Chairman)
Councillor A Drummond
Councillor J Harvey
Councillor R Hood

Councillor P Hulbert
Councillor J Jarvis
Councillor J McHugh
Councillor P Winter

Also present: J Ashton – Minute Assistant.

Minute

H/24/05/1 To Elect a Chairman

Cllr Drummond nominated Cllr Yarrow. There were no other nominations, a vote was taken, and the following was agreed:

H/24/05/1.01 Resolved

That Cllr Yarrow be elected as the Chairman of the Human Resources Committee for 2024/2025 Municipal Year.

H/24/05/2 To Elect a Vice Chairman

Cllr Winter nominated Cllr Harvey. There were no other nominations, a vote was taken, and the following was agreed:

H/24/05/2.01 Resolved

That Cllr Harvey be elected as the Vice Chairman of the Human Resources Committee for 2024/2025 Municipal Year.

H/24/05/3 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chairman announced that the Fire Safety Notice was not required.

H/24/05/4 Apologies for Absence

Apologies were received from Cllr Berry

H/24/05/5 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/24/05/6 To Receive and Confirm for Accuracy the Minutes of the Human Resources Meeting Held on Monday 5th February 2024 and Any Matters Arising

Members received the minutes of the Human Resources Committee Meeting held on Monday 5th February 2024 and the following was agreed:

H/24/05/6.01 Resolved

That the minutes of the Human Resources Committee meeting held on

Minutes of the Extraordinary Human Resources Committee held on 20th May 2024

Monday 5th February 2024 be adopted and be signed as a correct record by the Chairman of the Human Resources Committee.

There were no matters arising.

H/24/05/7 Public Open Session

No members of the public were present.

H/24/05/8 Employee Assistance Programme

A proposal for an Employee Assistance Programme (EAP) for staff to access was considered and the following was agreed:

H/24/05/8.01 Recommendation

That the proposal to provide an Employee Assistance Scheme by Health Assured was not approved at this stage, but is to be discussed with Town Clerk for future consideration.

H/24/05/9 Assistant Town Keeper Post

A proposal to employ a temporary seasonal staff member to cover the Assistant Town Keeper post was considered and the following was agreed:

H/24/05/9.01 Recommendation

That an Assistant Town Keeper be employed for a temporary period.

H/24/05/10 Exclusion of the Press & Public. With the vote being unanimous, it was:

H/24/05/10.01 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/24/05/11 *Staff Update*****

A report from the Town Clerk updating on staff matters was presented and discussed.

*****H/24/05/11.01 Recommendation*****

That the committee wished to record a vote of thanks to Olimpia for temporarily taking on additional responsibilities to support office staff.

H/24/05/12 Date of Next Meeting

Monday 21st October 2024 or earlier if required.

Meeting closed at 8:20pm

Signed _____ Cllr Yarrow _____ Date _____ 21.10.24 _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>H/24/05/1.01 Resolved</u>	That Cllr Yarrow be elected as the Chairman of the Human Resources Committee for 2024/2025 Municipal Year.
<u>H/24/05/2.01 Resolved</u>	That Cllr Harvey be elected as the Vice Chairman of the Human Resources Committee for 2024/2025 Municipal Year.
<u>H/24/05/8.01 Recommendation</u>	That the proposal to provide an Employee Assistance Scheme by Health Assured was not approved at this stage, but is to be discussed with Town Clerk for future consideration
<u>H/24/05/9.01 Recommendation</u>	That an Assistant Town Keeper be employed for a temporary period.
<u>***H/24/05/11.01 Recommendation***</u>	That the committee wished to record a vote of thanks to Olimpia for temporarily taking on additional responsibilities to support office staff.