CONFIDENTIAL

Haverhill Town Council

HAVERHILL
TOWN COUNCIL

Minutes of Haverhill Town Council's

PERSONNEL COMMITTEE

Held on Tuesday 5th June 2018 at 17:35pm at Haverhill Arts Centre, Haverhill

Present: Councillor M Byrne (Chairman)
Councillor A Bramwell
Councillor P Fox
Councillor B Robbins
Councillor C Turner

Apologies: Mayor A Brown

In Attendance: Colin Poole (Town Clerk)

No members of the public were present.

Welcome:

Councillor Byrne welcomed everyone to the meeting, especially Councillor Robbins, for whom this was his first meeting of this committee.

Action

P18 /015 **Apologies for Absence**
The above apology was noted.

P18 /016 **Declaration of Interests and requests for Dispensations**
None

P18 /017 **Minutes of the last meeting**
The minutes of the meeting held on 19th April 2018 were approved as an accurate record.

P18 /018 **Exclusion of Press and Public**
It was proposed by Councillor C Turner, seconded by Councillor P Fox, that under the Public Bodies (Admission to Meetings) Act 1960, that the public and representatives of the media be excluded due to the confidential business to be transacted – HR Matters.
RESOLVED

P18 /019 **Staff Matters Arising from the minutes**
[redacted]

[redacted]

RESOLVED

c) Parish Handyman Apprentice – The changes to the government apprenticeship scheme meant that we could not take on an apprentice without an approved scheme, which did not exist for the role of Parish Handyman. There was however an approved scheme for a Maintenance Handyman. This was more skilled than we require but looking at the specification was deliverable, with the input of other staff such as the Tech Manager who is a qualified electrician. We would need to provide practical opportunities for the apprentice to apply their training, delivered by a local training provider.
The Clerk was asked to circulate the specification with the minutes. **CLERK**

d) Local Government Pay Uplift – The Clerk asked for assistance in obtaining the figures, which he had not received from the usual sources. Councillor M Byrne offered to check what she could find. **Cllr Byrne**

P18/020 **Any other Urgent Staff Matters**

a) Electronic Provision of Payroll – The Clerk advised that SGW, our payroll provider had, out of the blue, changed from paper to electronic payslips and transmission of payroll information. This had caught us out and required a lot of quick work on the day payroll goes to the bank for payment, to keep on time. We had not been warned or asked to confirm that staff email addresses provided at the time of recruitment remained valid. We complained about this rushed process of introduction, although in principle the move isn't a particular problem for us, but we don't know that all our staff are happy with the change.
We are contacting all staff to ensure they are aware and able to access their payslips.

P18/021 **Date of Next Meeting**

October 2nd at 8pm, following Planning Committee.

P18/022 **Closure**

The meeting closed at 18:30pm.

Signed ..... Date.....
Chairman