

**PERSONNEL COMMITTEE**

You are hereby summoned to attend the meeting of Haverhill Town Council Personnel Committee to be held in The Studio, Haverhill Arts Centre, High Street, Haverhill, on Tuesday 24<sup>th</sup> July 2007 commencing at 7.30 p.m., or immediately following Community First Committee, whichever is the later, for the purpose of transacting the following business



**HAVERHILL**  
TOWN COUNCIL

**CONSTITUTION:** Chair: Town Councillor: K Richardson  
Town Councillors: M Byrne, P McManus,  
L Samples and A Thomas

**AGENDA**

1. **Apologies for Absence**  
Please give apologies for absence to the Office by 9.00 a.m. of day of meeting.
2. **Declaration of Interests**  
For Members to declare any interests in items on the agenda.
3. **Minutes of Previous Meetings**  
To agree the minutes of the Meeting held 15<sup>th</sup> May 2007.
4. **Issues Raised by Staff**  
To respond to any issues raised by staff.
5. **Enhanced Payments for Unsocial Working**  
To decide whether to rationalise the payments (see attached).

*Section 100(A) (4) of the Local Government Act 1972 the public and press be excluded from the next item on the grounds that the matters to be discussed will involve the likely disclosure of exempt information as defined in paragraphs 1 and 7 of Part 1 of Schedule 12 (A) of the Act.*

6. **Examination Increment, Town Clerk**  
To confirm the payment of an additional increment in accordance with contract for attainment of Certificate in Local Council Administration (see attached).
7. **Service Other Than Whole-Time**  
To agree for a request for a whole-time employee to undertake other paid duties (see attached).

HAVERHILL ARTS CENTRE HIGH STREET HAVERHILL SUFFOLK CB9 8AR

8. **Closure**

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Gordon Mussett  
Town Clerk

17<sup>th</sup> July 2007