

## **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 22nd January 2008 commencing at 7.15 p.m., or immediately following Arts & Leisure 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, 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 27<sup>th</sup> November 2007.
4. **Issues Raised by Staff**  
To respond to any issues raised by staff.
5. **Employer Contributions Local Government Pension Scheme**  
To note the new contributions determined by the scheme actuary (attached).
6. **Draft Personnel Committee Budget**  
To review and recommend to Finance Committee the draft 2008/9 budget (attached).
8. **Closure**



Gordon Mussett  
Town Clerk

16<sup>th</sup> January 2008

## Draft 2008/9 Personnel Committee Budget

### Staffing

The staffing budget must be assumed to increase by 3% due to incremental drift (staff are appointed within a salary range and move upwards from each point – increment – on that band each year until the top of the range is reached), plus, for pensionable staff, 2.6%. The Government has already announced changes to the National Insurance contributions for employers. In addition provision must be made for the annual pay award. Last year this was settled at approximately 2.5% from an initial claim of 5%. The Government has already announced its intentions to continue to restrain public sector wages and therefore the settlement for 2008/2009 is unlikely to exceed 4%. It is proposed however that 4% is used as the basis for calculations because:-

- a) it provides for some leeway to cover the costs of hourly-paid staff whose costs are based on previous year's hours which may not be appropriate as the Council moves forward with its events
- b) in the event that the settlement is less than 4% the surplus is returned to balances

On this basis therefore the recommended staffing budget is £338,014, split £134,997 Town Council, £203,017 Arts Centre staffing. Budget for 2007/2008 was £302,587 (11.9%)(the additional percentage variation is due to additional increments awarded during 2007/2008 and assimilation of enhanced hours payments).

### Miscellaneous

The miscellaneous items of the Personnel budget for 2008/2009 have been estimated as follows:-

#### Training

First Aid at Work	£750
Personal Licence	£190
I.T.	£300
Databox	£1,600
Technical	£1,600
Opportunity	£1,000
Financial	£500
Legal	£500
Conferences	£1,000
Management/Staff Development	£1,000
Manual Handling	£200
<b>TOTAL</b>	<b>£8,640.00</b>

2007/2008 budget was £8,990.

### Recruitment

The sum of £300 should cover recruitment of junior posts. Having experienced a turnover of senior posts in 2006 and 2007 it is hoped there will be stability in that area during 2008/2009.

Budget unchanged from 2007/2008.

**Protective Clothing**

The sum of £3,512 is required to provide for Arts Centre “uniform” for Duty Officers, new sweatshirts/polo shirts for Casual Staff, and outdoor wear for Event Staff. 2007/2008 budget was £618.

**Travel/Parking**

The sum of £2,333 should provide for all travel/car parking needs. 2007/2008 budget was £1,583.

**Key Staff Reserve**

The sum of £700 should be added to this reserve for 2008/2009.

