

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 13th April 2010 commencing at 7.00 p.m., for the purpose of transacting the following business



Haverhill
TOWN COUNCIL

CONSTITUTION: **Chair: Town Councillor: Lyn Burgess**
 Town Councillors: M Byrne, P French,
 Mrs Mary Martin and
 K Richardson

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 meetings held 26th January 2010.

4. **Matters Arising**
 To note actions taken as a result of, and any matters arising from the minutes of the meetings held 26th January 2010.

5. **Issues Raised by Staff**
 To consider responses to any issues raised by staff

6. **Draft Timetable for Recruitment of Town Clerk (attached)**
 To review and agree the draft timetable

7. **Closure**

Gordon Mussett
Town Clerk

6th April 2010

Draft Timetable

Date	Action	Notes
1 st July 2010	Personnel Committee decide future staffing structure	
1 st July 2010	Personnel Committee agree Job Description and Person Specification	
1 st July 2010	Personnel Committee agree advertisement	
1 st June 2010	Personnel Committee agree selection procedure	
1 st August 2010	Advertisement placed	
1 st September 2010	Applications to be in by	
9 th September 2010	Initial shortlisting completed	
23 rd September 2010	First round interviews completed	
1 st October 2010	Recommendation to Full Council and issue of offer	
1 st January 2011	Potential start date	
1 st December 2010	Induction plan agreed	
31 st May 2011	Present Town Clerk retires	