

HAVERHILL TOWN COUNCIL

PERSONNEL COMMITTEE



Dear Councillor,

You are hereby summoned to attend the meeting of Haverhill Town Council Personnel Committee to be held in The Studio, Town Hall, High Street, Haverhill, on Tuesday 9th December 2014 commencing at 7.00pm for the purpose of transacting the following business:

CONSTITUTION: Chair: M Byrne,
 Roger André
 P French
 A Samuels
 C Turner

AGENDA

1. **Apologies for Absence**
Please notify the office by 5.00pm on the day of the meeting if you are unable to attend.

2. **Declarations of Interest and requests for Dispensations**
For members to declare an interest in items on the agenda and agree any dispensations to stay.

3. **To Exclude the Press and Public**
To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

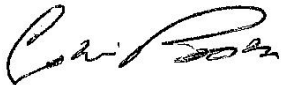
4. **Minutes of the Last Meetings**
To approve the minutes of the meeting held 1st October 2014.

5. **Matters Arising from the minutes**
To note actions taken as a result of, and any matters arising from the minutes of the meeting held 1st October 2014.

6. **Equality and Diversity Policy**
To consider the policy as it relates to staff

7. **Youth Employment Project Apprentice**
To approve the recruitment of an apprentice to support the work of the Youth Skills Manager, funded by SCC/DWP

8. **Blue Star HR Proposal for HR Support**
To consider the proposal and agree next steps
9. **Personnel Budget 2015/16**
To review the Personnel budget proposed for 2015/16
- i. Provision for an Operations Manager 25 hour post
 - ii. Provision for upgrade of 'Assistant to the Clerk' role to 'Assistant Clerk'
 - iii. Provision for an Admin Apprentice, office administration
10. **Any other Urgent Staff Matters**
To consider any urgent staff matters arising after the agenda is circulated.



Colin Poole
Haverhill Town Clerk

2nd December 2014

Copies of this and other Council agendas, minutes and supporting reports are available to download from the Council's website (www.haverhill-tc.gov.uk) or on request from Haverhill Arts Centre