

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 17th February 2015 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

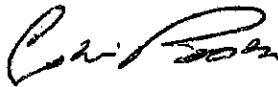
1. **Apologies for Absence**
Please notify the office by 5.00pm on the day of the meeting if you are unable to attend.
2. **Declarations of Interest and requests for Dispensations**
For members to declare an interest in items on the agenda and agree any dispensations to stay.
3. **To Exclude the Press 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 12th December 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 12th December 2014.
6. **Bluestar HR**
Mr Brian England will be in attendance to discuss his work which the Council commissioned regarding our HR arrangements:
 - a) Transfer of staff from Hartseats to Town Council employment
 - b) Contract types
 - c) Leave calculations
 - d) Pensions
 - e) New Contracts timetable

7. **Staffing Issues**

- a) [REDACTED]
- b) Book keeper Job Description
- c) [REDACTED]
- d) [REDACTED]
- e) Assistant Clerk Job Description

8. **Any other Urgent Staff Matters**

To consider any urgent staff matters arising after the agenda is circulated.



Colin Poole
Haverhill Town Clerk

12/02/2015

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