

PERSONNEL COMMITTEE

Tuesday 28th August 2001 at Bevan House, Camps Road, Haverhill commencing at 7.00pm

Present: Chairman: Cllr Eric Bowman
Town Councillors P Hanlon, M Dunning (except items 1-5), Maggie Lee.

MINUTES

1. Apologies for Absence

There were no apologies for absence.

2. Minutes

The minutes of the meeting held on 24th October 2000 had previously been adopted by Full Council.

3. Matters Arising

There were no matters arising.

4. Attendance on Training Courses

The Committee noted the attendance of the Arts & Leisure Manager on the Local Cinema Conference, and of the Assistant to the Town Clerk on the Confident and Stress-Free Minute Taking Course.

5. Health & Safety Policy

The Committee approved the adoption of the Health & Safety Policy as circulated. The Clerk was asked to review the means of exit from the ground floor kitchen, and to make arrangements for hirers of Bevan House to accept their responsibilities in respect of Health & Safety and Insurance. The Clerk was asked to produce a No Smoking Policy for formal adoption.

The Committee resolved that the Leisure & Environment Committee should be asked to review the Town Council's Health & Safety obligations at open-air events.

6. Annual Salary Awards

The Clerk reported that the NJC for Local Government Services nationally-agreed pay award had been settled at 3.5% and that this increase had been paid to those employees covered by these conditions. Cllr Maggie Lee proposed, and Cllr Hanlon seconded that the Clerk's annual salary review be linked to the NJC award, all being in favour.

7. Matters of Report

The Committee noted the impending maternity leave of the Publicity & Events Officer and noted the arrangements proposed for coverage of the duties during the period of absence.

The Clerk reported that in view of the delays in respect of hand-over of the management of the Arts Centre he had given instructions for the Bevan House Meeting Room floor to be repaired.

8. Matters Raised by Staff

There were no matters that the staff had asked to be brought before the Committee.

9. Closure

The meeting was closed at 8.00 p.m.