

PERSONNEL COMMITTEE

**Tuesday 18th June 2002 Bevan House, Camps Road
Commencing at 7.00 p.m.**



**HAVERHILL
TOWN COUNCIL**
*Bevan House, Camps Road
Haverhill
Suffolk CB9 8HF*

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Present: Town Councillors: Gerry Kiernan, Maggie Lee, Mrs M Martin

By invitation: M. Woodley

MINUTES

1. Apologies for Absence

Apologies for absence had been received from Cllr Angela Millar.

2. Election of Chair

Cllr Maggie Lee proposed and Cllr Gerry Kiernan seconded that Cllr Mrs Mary Martin be elected Chair of the Personnel Committee. There being no further nominations and Cllr Mrs Martin being willing to stand as Chair, Cllr Mrs Martin was duly elected.

Cllr Mrs Martin proposed and Cllr Gerry Kiernan seconded, all being in favour that in accord with section 100(A) (4) of the Local Government Act 1972 the public and press be excluded from the remainder of the meeting on the grounds that the matters to be discussed will involve the likely disclosure of exempt information as defined in paragraphs 1 and 7 of Part 1 of Schedule 12 (A) of the Act.

3. No Smoking Policy

Cllr Maggie Lee proposed that subject to the substitution of the words "Bevan House" for "premises owned or managed by the Town Council" the policy as tabled be agreed. Cllr Gerry Kiernan seconded the proposal, all being in favour.

4. Changes to Senior Officer Grading Structure

Cllr Mrs Martin proposed and Cllr Gerry Kiernan seconded, all being in favour, that the two existing Senior Officer Grades, covering Spinal Column Points 29-31 and 32-34 respectively, be replaced by one single Grade of four Spinal Column Points, 30-33 inclusive, and that this change be back-dated to 1st April 2002.

5. Appointment of Part-Time Publicity and Events Officer

The Committee noted the appointment of Rebecca Bacon to the part-time fixed-term Publicity and Events Officer position.

6. Matters of Report

Cllr Maggie Lee reported on the Town Clerk's annual appraisal.

7. Matters Raised by Staff

The Town Clerk advised that with the delay in negotiations over the Arts Centre the accommodation issues at Bevan House were causing concern, which was being exacerbated by the [Multi@rts](#) project office space at the Cangle no longer being so freely available. Whilst it might be possible to base [Multi@rts](#) in the Arts Centre from September, this had not yet been confirmed. The Town Clerk was asked to prepare a report to the Finance & General Purposes Committee detailing the options available.

8. Closure

The meeting was closed at 7.55 p.m.

Policy Statement

Haverhill Town Council

We are committed to a policy of prohibiting smoking in all rooms and general circulation areas in Bevan House; this includes all offices, meeting rooms, toilets, reception and waiting areas, corridors and staircases.

The Town Council will seek the co-operation of all staff and other persons on the premises in complying with this policy.

Adequate signage will be provided within premises to indicate that they are No Smoking premises.

The Town Clerk is responsible for overseeing compliance with this Policy by staff, visitors and contractors.

The Town Council will provide adequate time and opportunity for employees who are smokers, should they so wish, to receive medical advice and/or Counselling with a view to giving up smoking.