

# **PERSONNEL MEETING OF HAVERHILL TOWN COUNCIL**

**Held on Tuesday 20<sup>th</sup> January 2004 at 7pm  
in The Studio, Town Hall Arts Centre, Haverhill**

Constitution :           Chair:                   Councillor N Whelan,  
                                  Town Councillors:   S Fanning, M Lee and  
  A. Thomas.  
                                  Minutes:               Mrs L Lodge (SALC)

In attendance:         Cllr J Rudd, Haverhill Town Mayor (ex-officio)  
                                  Councillors Cullum, Graham and  
  Warwick (part of meeting)

## **MINUTES**

1.     ***It was resolved that in accordance with Section 100(A) (4) of the Local Government Act 1972, the public and press are excluded from the entire 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. Agreed.***
  
2.     **Apologies for Absence.**  
  
       There were no apologies for absence.
  
3.     **Declarations of Interest.**  
  
       There were no declarations of interest.
  
4.     **Minutes of the last meeting held on 8<sup>th</sup> December 2003.**  
  
       Amendments to the minutes were agreed as follows:  
       Item 5.1 – change the date in the decision to read Saturday 20<sup>th</sup> December, instead of Monday 22<sup>nd</sup> December. **Agreed unanimously.**  
       Item 5.2 – remove all the words after ‘website’. **Agreed unanimously.**  
       Item 5.3 – remains unchanged following a recorded vote. Voting for: Cllrs Lee and Whelan; voting against: Cllr Fanning.  
       The minutes were then agreed with the above amendments. **Agreed.**
  
5.     **Matters arising.**  
  
       There were no matters arising.
  
6.     **Grievances raised by staff.**  
  
       It was noted that no further information had been received at the meeting and the Clerk was not present. It was further noted that the minutes of the previous Town Council meeting had not yet been accepted.

It was agreed that the **Committee Chairman** would write to both members of staff who have a grievance, advising of what action had been taken and requesting further time to deal with the matter. **Cllr Fanning** requested that the Committee Chairman update her on the nature of the grievance raised by the Arts & Leisure Manager and this was agreed.

**7. Request for unpaid leave.**

It was **resolved** to approve the request for unpaid leave by Sally Roberts, for the period 1/6/04 – 1/9/04, with the following provisos: that the consultant costs to be incurred during this time do not exceed the salary saving and if possible, the cost to be under the previously agreed budget; the Multiarts projects does not suffer, for example, with any loss of business; the summer activities are still run and that an outturn report on the Multiarts project is given to the Personnel Committee at the end of the leave period. **Agreed.**

**8. Future personnel support.**

Due to lack of information, it was proposed that the matter be deferred to the next scheduled meeting of the Personnel Committee. **Agreed.**

**9. Correspondence.**

A letter had been received from two members of staff, which the Chairman read out.

It was **resolved** that the Committee Chairman write to both Mr Keeble and Vicky Ward and confirm that they have the committees' full backing. **Agreed.**

It was **resolved** that Cllr Lee speak to both Mr Keeble and Vicky Ward to look at the issues raised in the letter; establish whether the letter covers all the relevant issues and to find out what practical support is required. **Agreed.**

It was **resolved** that an additional Personnel Committee meeting be held on Tuesday 27<sup>th</sup> January at 6pm for Cllr Lee to provide a report of her meeting and the Committee to provide a verbal report for the Council to consider at its meeting later the same evening. **Agreed.**

It was proposed that the Town Council consider any recommendations made by the Personnel Committee as a result of the meeting to be held on 27<sup>th</sup> January. **Agreed.**

It was requested that advice be sought from SALC as to whether staff grievances should always be discussed without the press and public in attendance. The response to be included as an agenda item for the next scheduled meeting of the Personnel Committee.

**10. Matters of Report.**

There were no matters of report.

**11. Closure.**

The meeting closed at 9pm.

Signed: \_\_\_\_\_  
Chairman.