

**Personnel Committee held on
Tuesday 27th April 2004 at 8.35 p.m.
in The Town Hall Studio, High Street, Haverhill**



**Haverhill
Town Council**
*Bevan House, Camps Road
Haverhill
Suffolk CB9 8HF*

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Present: Vice-Chair: Cllr Ann Thomas
Town Councillors: R Avallone, Maggie Lee and J Rudd (ex-officio)

By Invitation: Town Councillors: C Cullum, M Dane (except items 3, and M Graham)

Also present: Two members of the public.

Minutes

1. Apologies for Absence

Apologies for absence had been received from Cllr Warwick.

2. Declaration of Interests

Councillors Maggie Lee and Thomas declared an interest as Members of St Edmundsbury Borough Council, and existing Trustees of the Town Hall Charity. Cllr Maggie Lee declared an interest as a Member of Suffolk County Council, and Suffolk Police Authority. Cllr Dane declared an interest in item 9 on the agenda.

3. Minutes of the Last Meeting

Cllrs Cullum and Dane left the meeting.

Cllr Maggie Lee proposed, and Cllr Thomas Lee seconded, all being in favour, that the minutes of the meeting held 27th January 2004 be accepted as a true record.

Cllrs Cullum and Dane rejoined the meeting.

4. Matters Arising

There were no matters arising which were not contained within the agenda.

5. Multi-Media Digital Project Worker Position

The Committee noted the pending resignation of the Project Worker and agreed to the filling of the position until 31st March 2005 with a full review of an extension beyond that date occurring as part of the autumn budget process.

6. Key Worker Insurance

The Committee received a report on the costs and benefits of key worker insurance and agreed to recommend to the Finance Committee not to proceed with this option.

Cllr Dane left the meeting.

Cllr Thomas proposed and Cllr Lee seconded, all being in favour, that the public and press be 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 Local Government Act 1972

7. Transfer of Staff from St Edmundsbury Borough Council

The Committee received a report on the progress towards transfer of staff from St Edmundsbury Borough Council and agreed that St Edmundsbury Borough Council be engaged to job evaluate all the Town Council employees to ensure parity with the Borough Council employees. This job evaluation was to be applied to the Town Clerk's position as well, which was also to be compared, for parity, with the nationally agreed scales for Town Clerks.

8. Secondment of Staff to the Town Hall Charity (No. 288092)

The Committee noted that the Arts Centre Business Plan allowed for the secondment, part of the time, of the Town Clerk to service the Trust. The Committee agreed to recommend to the Full Council that the Council formally asks the Town Clerk if they are agreeable to such a secondment. The Committee noted that it is not expected under the operating structure to be proposed to the Trustee that any other staff need to be seconded to the Trustee at this stage.

9. Staffing Issues

The Committee received a verbal report on issues raised by staff, and a verbal update on legal action against Cllr Dane.

10. Closure

The meeting was closed at 9.45 p.m.