

PERSONNEL COMMITTEE MEETING

Tuesday 9th November 2004 at 8.00 pm
In the Studio, Town Hall Arts Centre, High Street



HAVERHILL TOWN COUNCIL

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Present: **Town Councillors: M Graham, T Marks, and R Warwick**

MINUTES

1. Apologies for Absence

Apologies for absence had been received from Cllrs Samples and Thomas.

2. Declarations of Interest

No Members declared an interest in any item on the agenda.

3. Election of Chair

The Clerk advised that Cllr Thomas, although absent, was willing to stand as Chair if elected. Cllr Marks proposed that Cllr Thomas be elected Chair of Committee. Cllr Warwick seconded the proposal, all being in favour.

4. Election of Vice-Chair

Cllr Marks proposed Cllr Graham be elected Vice-Chair of Committee. Cllr Warwick seconded the proposal, all being in favour.

5. Minutes of Previous Meetings

The minutes of the Meetings held 13th July and 27th April 2004 were agreed as a true record.

6. Matters Arising From Those Minutes

There were no issues outstanding from those minutes

7. Job Evaluation

a) Town Clerk

The Town Clerk declared an interest in the matter under discussion and withdrew from the meeting. The Committee agreed that the post of Town Clerk be substantive LC3, Spinal Column Points 43-47, and that the Clerk be appointed to point 43 effective from 1st August 2004 (the date of transfer of the Town Hall Charity). The Town Clerk returned to the meeting.

b) Town Council staff

The Committee agreed that for those staff currently undertaking duties for which a job evaluation had been completed by St Edmundsbury Borough Council, the job-evaluated rate of pay should be implemented with effect from 1st August 2004. The Committee noted the position regarding the remaining Town Council staff.

8. Scheme of delegation for Appointment of Staff

The Committee agreed that, within budget, the Town Clerk is authorised to recruit and appoint replacement staff to Scale 3 level, and to increase, on a temporary basis, hours of existing staff

9. Issues Raised by Staff

There were no issues raised by staff

10. Closure

The meeting was closed at 8.55 p.m.