

## **PERSONNEL COMMITTEE MEETING**

**Thursday 1<sup>st</sup> September at 10.05 a.m.**  
**In the Studio, Town Hall Arts Centre, High Street**



**Haverhill  
Town Council**  
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**Present:** Chair: Councillor Ann Thomas  
Town Councillors: H Dudley-Smith, J Rudd and L Samples

**By Invitation:** Town Councillor: T Marks  
**Also present:** E Hookham (Unison), P Crouch (Unison), J Newton (Picasso HR)

### **MINUTES**

1. **Apologies for Absence**

Apologies for absence had been received from Cllr Robinson.

2. **Declaration of Interests**

No Members declared any interests in items on the agenda

3. **Minutes of Previous Meetings**

The minutes of the Meeting held 19<sup>th</sup> July 2005 were agreed as a true record.

***Cllr Rudd proposed and Cllr Samples 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.***

4. **Formal disciplinary Hearing**

The Committee conducted the formal disciplinary hearing (the employee concerned having failed to attend). On conclusion of the questioning the Town Clerk and both Unison Representatives withdrew. The Committee agreed that on the grounds of continued failure to communicate the reasons for unauthorised absences from work and the continued failure to provide certificates on time or at all, this constitutes gross misconduct and that the employee concerned be dismissed under the terms of their contract to be effected as from today.

5. **Closure**

The meeting was closed at 11.17 p.m.