

PERSONNEL COMMITTEE MEETING

Tuesday 27th November 2007 at 9.02 pm
In the Studio, Haverhill Arts Centre, High Street



HAVERHILL
TOWN COUNCIL

Present: Chair: Town Councillor: K Richardson

Town Councillors: M Byrne, P McManus and A Thomas

MINUTES

1. **Apologies for Absence**

There were no apologies for absence.

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 15th May 2007 were agreed as a true record.

4. **Issues Raised by Staff**

There were no issues raised by staff.

5. **Enhanced Payments for Unsocial Working**

The Committee considered whether to negotiate with staff with a view to integrating their unsocial hours payments into their salary and to waive their rights to unsocial hours payments thereafter. The Committee agreed that full-time staff be offered integration to the nearest equivalent spinal column point, that part-time contracted employees be offered the same, or a lump sum equivalent to two years' enhancements, and that casual employees be offered a lump sum equivalent to two years' enhancements.

6. **Compensation Payments to Employees**

The Committee agreed ex-gratia compensation payments to two employees. In respect of the employee, the theft of whose telephone had been successfully dealt with by the Courts, the ex-gratia payment was to be made subject to the employee entering into an agreement to pay over to the Town Council such sums as may be received from the convicted thief.

Cllr Thomas proposed and Cllr McManus seconded that, in accord with Section 100(A) (4) of the Local Government Act 1972 the public and press be excluded from the next item 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.

7. **Examination Increment, Town Clerk**

The Committee confirmed the payment of an additional increment in accordance with the Town Clerk's contract for having attained of Certificate in Local Council Administration.

8. **Service Other Than Whole-Time**

The Committee agreed for a request for a whole-time employee to undertake other paid duties as detailed in the report and, as requested by Suffolk Association of
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Local Councils, to second the employee to the Association for a maximum of three days during December.

9. **To Receive a Verbal Up-Date on Staffing Issues**

There were no further staffing matters to report.

10. **Closure**

The meeting was closed at 9.26 p.m.

