

**PERSONNEL COMMITTEE MEETING**

**Tuesday 14<sup>th</sup> April 2009 at 7.00 p.m. pm**  
**In the Studio, Haverhill Arts Centre, High Street**



**Present: Town Councillors: M Byrne, P French and K Richardson**

**MINUTES**

1. **Election of Committee Chair**  
Cllr Richardson was elected as Chair of the Personnel Committee.
2. **Apologies for Absence**  
There were no apologies for absence.
3. **Declaration of Interests**  
No Members declared any interests in items on the agenda.
4. **Minutes of Previous Meetings**  
The minutes of the Meeting held 20<sup>th</sup> January 2009 were agreed as a true record.
5. **Matters Arising**  
There were no matters arising from the minutes of the meeting held 20<sup>th</sup> January 2009.
6. **Issues Raised by Staff**  
There were no issues raised by staff.
7. **To Agree and Adopt the Staff Handbook**  
The Committee asked for additions to be made, specifically to include:-
  - a) a section on retirement age, seeking permission to be employed beyond it, and sample letters
  - b) further information on what the Council would do to provide reasonable adjustments to working conditions in respect of employees with disabilities
  - c) the requirement for those employees driving on Council business to show their driving licences annually to the Town Clerk and for a photocopy to be madeThe Committee asked for the amended version to be brought back to the next meeting of the Committee for adoption.
8. **To Agree and Adopt the Family Friendly Policy**  
The Committee agreed and adopted the family friendly policy for employees.
9. **Closure**  
The meeting was closed at 7.19 p.m.

**Action**

**Town Clerk  
to have  
additions  
made and  
represent  
to  
Committee**