

PERSONNEL COMMITTEE MEETING

Tuesday 15th June 2010 at 7.00 p.m. pm
In the Studio, Haverhill Arts Centre, High Street

Present: Town Councillors: L Burgess, M Byrne and K Richardson
Also Present: Town Councillors: L Carr (except items 1-8), G Price and A Samuels

MINUTES

1. **Election of Chair of Committee**
Cllr L Burgess was re-elected as Chair of the Personnel Committee.
2. **Election of Vice-Chair of Committee**
Cllr K Richardson was elected as Vice-Chair of the Personnel Committee.
3. **Apologies for Absence**
There were no apologies for absence.
4. **Declaration of Interests**
No Members declared any interests in items on the agenda.
5. **Minutes of Previous Meetings**
The minutes of the meeting held 4th May 2010 were agreed as a true record.
6. **Matters Arising**
There were no matters arising from the minutes of the meetings held 4th May 2010.
7. **Issues Raised by Staff**
There were no issues raised by staff.
8. **Review of Town Clerk Appraisal**
The Personnel Committee noted the outcome of the review.
9. **Draft Job Description, Person Specification, Advertisement, and Interview Schedule for Recruitment of Town Clerk (attached)**
The Committee reviewed and, with minor changes agreed the drafts. The Town Clerk was asked to write to all Councillors to confirm their availability for the proposed interview date (dates in the case of the Mayor and Committee Chairs).
10. **Closure**
The meeting was closed at 7.30 p.m.

Action

Town Clerk
to write to
all
Councillors