

Haverhill Town Council

Minutes of Haverhill Town Council's

PERSONNEL COMMITTEE

Held on Tuesday 9th December at 7.05pm at Haverhill Arts Centre, High Street, Haverhill



HAVERHILL
TOWN COUNCIL

Present: Deputy Mayor Councillor M Byrne (Chairman)
Mayor Councillor R André (Deputy Chairman)
Councillor C Turner

Apologies: Councillor A Samuels

Absent: Councillor P French

In Attendance: Colin Poole (Town Clerk)

No members of the public were present.

Welcome:

Councillor Byrne welcomed everyone to the meeting.

P14 /032 Apologies for Absence
The above apologies were accepted.

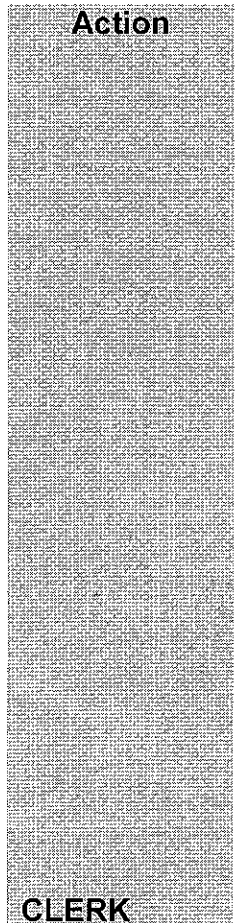
P14 /033 Declaration of Interests and requests for Dispensations
None

P14 /034 Minutes of the last meeting
The minutes of the meeting held on 1st October 2014 were approved as an accurate record.

P14 /035 Matters arising from the minutes
P14/027 Long Service Awards. The Town Clerk had prepared the certificates for the first people whose post-ten year anniversaries had come along and these had been signed by the Mayor and Deputy and presented to them. This was covered in the newspaper and the staff appeared to be very appreciative of the gesture.



RESOLVED



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P14/028 TUPE of Staff & P029 Review of Contracts. The Clerk had covered both of these in his request to SALC and the resulting proposal for work from Bluestar HR is on the agenda

P14/030 National Minimum Wage. This has been applied to relevant staff pay.

P14 /036 Equality and Diversity Policy as it relates to staff.

The meeting approved the draft for recommendation to the Full Council, subject to the clause regarding contractors abiding by our policy being inserted.

APPROVED

P14 /037 Youth Employment Project Apprentice

The Committee approved the recruitment of an apprentice to support the work of the Youth Skills Manager. It was noted that this post was fully funded by the County Council and Department for Work and Pensions.

RESOLVED

P14 /030 Blue Star HR Proposal for HR Support

The committee considered the proposal for HR support for the Council in the matter of drawing up new staff contracts of employment and advising on pension reform ahead of auto-enrolment plus benchmarking staff and advising on the right staff structure to provide resilience in the light of continued austerity plans by national government

The Clerk was asked to check on the figures in section 13 of their proposal, which recommended an hourly basis for charging, but estimated the total work on a daily basis. Also to query the mileage fee given the level of charging.

CLERK

The proposal to earmark £5000 towards funding this work within the current financial year was unanimously recommended for approval by Full Council.

RECOMMENDED

P14 /031 Personnel Budget 2015/16

The Committee reviewed the updated budget for personnel, for 2015/16.

- i) The provision for a 25-hour post for Operations Manager was approved, subject to minor changes to the job description
- ii) The provision in the budget for regrading the Assistant to the Clerk as Assistant Clerk was approved. The actual implementation is subject to a suitable job description being drawn up [REDACTED]
- iii) Provision for an Admin Apprentice to take on some of the lower-level work done by the Assistant to the Clerk was

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approved, subject to conditions in (ii) above.

The Committee unanimously approved the personnel budget for 2015/16

APPROVED

P14 /030 Any other Urgent Staff Matter

The Clerk reported that, following consultation with the Personnel Committee Chairman, he had made the following adjustments to salaries:

- 1) Implemented the uplift in the National Living Wage from November 2014, which has risen from £7.65 to £7.85
- 2) The Non-consolidated payments in December have been pro-rata'd to all staff, with those people not on an SCP being pegged to the correct payment relative to the closes SCP to what they are paid.

It was proposed by Councillor M Byrne, seconded by Councillor C Turner, that the above actions be endorsed.

RESOLVED

P14 /031 Closure

The meeting closed at 8:00pm

Signed Date.....
Chairman