

CONFIDENTIAL

Haverhill Town Council

Minutes of Haverhill Town Council's

PERSONNEL COMMITTEE

Held on Tuesday 2nd June 2015 at 7.50pm at Haverhill Arts Centre, High Street, Haverhill



HAVERHILL
TOWN COUNCIL

Present: Mayor B McLatchy
Councillor A Bramwell
Councillor M Byrne (Chairman)
Councillor P Fox
Councillor C Turner

Apologies: None

In Attendance: Colin Poole (Town Clerk)
Councillor J Burns

No members of the public were present.

Welcome:

Councillor Byrne welcomed everyone to the meeting. Councillor Burns was granted leave to stay, as he had made a formal request to sit in.

P15 **Apologies for Absence**
/019 All Councillors were present

P15 **Declaration of Interests and requests for Dispensations**
/020 None

P15 **Exclusion of Press and Public**
/021 It was proposed by Councillor C Turner, seconded by Councillor B McLatchy, that that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted – HR Matters.
RESOLVED

P15 **Minutes of the last meeting**
/022 The minutes of the meeting held on 28th April 2015 were approved as an accurate record.

Action

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P15 Matters arising from the minutes

/023 P15/006 (iii)

[REDACTED]

[REDACTED]

P15/016

[REDACTED]

CLERK

P15 HR Update for new members

/024

For the benefit of new members, the Clerk outlined the work the committee had undertaken in the previous 12 months, updating and modernising HR processes within the Council and ensuring that we were following best practice in relation to employment.

8:25 Councillor Turner left the meeting

P15 Employee Handbook

/025

The Clerk distributed updated versions of the handbook, which included previous suggestions by members for improving it. It was agreed that:

- i) Staff must sign to say they have read the handbook and subsequent amendments
- ii) The policies and procedures apply to contractors
- iii) The format should be loose-leaf with versions marked with draft numbers
- iv) An electronic version on the staff intranet (P drive) would be the definitive version.

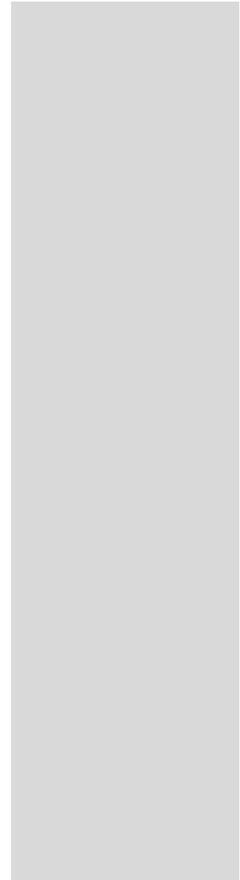
It was proposed by Councillor B McLatchy, seconded by Councillor P Fox, that the handbook be approved as amended.

RESOLVED

P15 Staffing Issues

/026

The meeting considered the following issue:



P15 **Any other Urgent Staff Matter**

/027 The Clerk distributed the draft job description for the Community Ambassador Co-ordinator post. Subject to minor amendments to the job description, it was proposed by Councillor B McLatchy, seconded by Councillor A Bramwell, that the post now be recruited to.

RESOLVED

The Clerk would also advertise the previously approved [P15/006 (ii)] job description for Finance Officer.

P15 **Closure**

/028 The meeting closed at 9:11pm

Signed
Chairman

Date.....