

CONFIDENTIAL

Haverhill Town Council

Minutes of Haverhill Town Council's

PERSONNEL COMMITTEE

Held on Tuesday 2^{4th} November 2015 at 8:44pm 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)

No members of the public were present.

Welcome:

Councillor Byrne welcomed everyone to the meeting.

Action

P15 Apologies for Absence

/029 All Councillors were present

P15 Declaration of Interests and requests for Dispensations

/030 None

P15 Minutes of the last meeting

/031 The minutes of the meeting held on 2nd June 2015 were approved as an accurate record.

P15 Non-confidential Matters Arising from the Minutes

/032 None.

Cllr C Turner arrived

P15 Review of Contracts

/033 The Clerk briefed the committee on the work with Blue Star HR and Unison reviewing the contracts and handbook.

Contracts: Agreement has been reached on changes to current contracts, including a review of allowances for working unsocial hours and what type of contract each employee is to be offered.

Handbook: The clerk advised the Committee on changes to the handbook proposed by the review body. All proposals were

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accepted with the following exceptions:

2.7 – Working for an organisation other than Haverhill Town Council: The committee asked that a form be designed to enable staff to advise managers in a standardised format for ease of reporting.

4.2 – Right of Search: The committee agreed this should not be overblown, but wanted additional clarity included regarding the rights of the person being searched. The section will also be relegated to the end of section 4 to reflect that the organisation regards this as an unlikely activity.

5.3 – the reference to ‘subsidised’ food should be amended to ‘discounted’ food, to clarify that the price staff are charged (to encourage them to buy their lunch on-site) still exceeds the cost of supply and no subsidy existed. It was noted that this discount price is available to Councillors who are on-site in their capacity as a holder of a public office.

11.8 – Personal Relationships at Work: Whilst the Committee accepted that the review body had watered down the provisions within the section, it would prefer the entire section be cut to a minimum with a referral to the conflict of interest policy.

The review body will re-draft these sections.

P15 **Exclusion of Press and Public**

/034 No members of the press or public were present.

P15 **Matters arising from the confidential minutes**

/035 P15/006 (iii)

[Redacted]

P15 **Staffing Issues**

/036

[Redacted]

P15 **Any other Urgent Staff Matter**

/037 None.

P15 **Closure**

/038 The meeting closed at 9:20pm
Councillor Turner thanked Councillor Byrne of behalf of the committee for her chairmanship

Signed
Chairman

Date.....