PERSONNEL MEETING

<u>The Personnel Committee of</u> <u>Haverhill Town Council will hold a meeting on</u> <u>Tuesday 18th June 2002 at 7.00 pm at Bevan House</u> <u>Camps Road</u>



HAVERHILL TOWN COUNCIL Bevan House, Camps Road Haverhill Suffolk CB9 8HF

Telephone: 01440 712858 Fax: 01440 706717

CONSTITUTION:

Town Councillors:

G Kiernan, Maggie Lee Mrs M Martin and A Millar

AGENDA

Section 100(A) (4) of the Local Government Act 1972 the public and press be excluded from the entire meeting on the grounds that the matters to be discussed will involve the likely disclosure of exempt information as defined in paragraphs 1 and 7 of Part 1 of Schedule 12 (A) of the Act.

1. Apologies for Absence

Please give any apologies to the office before the meeting.

2. Election of Chair of Committee

To elect a Chair of Personnel Committee

3. <u>No Smoking Policy</u>

To consider and approve the attached policy

4. Changes to Senior Officer Grading Structure

To consider and approve the changes

5. Appointment of Part-Time Publicity and Events Officer

To note the appointment of a part-time fixed-term Publicity and Events Officer

5. <u>Matters of Report</u>

To enable members to exchange any items of news, interest and importance.

6. <u>Matters Raised by Staff.</u>

To discuss any matters raised by staff.

Signed

Bordon MAA **TOWN CLERK**

12 June 2002

Policy Statement Haverhill Town Council

We are committed to a policy of prohibiting smoking in all rooms and general circulation areas in premises owned or managed by the Town Council; this includes all offices, meeting rooms, toilets, reception and waiting areas, corridors and staircases.

The Town Council will seek the co-operation of all staff and other persons on the premises in complying with this policy.

Adequate signage will be provided within premises to indicate that they are No Smoking premises.

The Town Clerk is responsible for overseeing compliance with this Policy by staff, visitors and contractors.

The Town Council will provide adequate time and opportunity for employees who are smokers, should they so wish, to receive medical advice and/or Counselling with a view to giving up smoking.