

PERSONNEL MEETING

The Personnel Committee of Haverhill Town Council will hold a meeting on Tuesday 7th October 2003 at 7.45 p.m. (or immediately following the Leisure & Arts meeting, whichever is the later) in the Studio, Town Hall Arts Centre, High Street



**Haverhill
Town Council**
Bevan House, Camps Road
Haverhill
Suffolk CB9 8HF

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CONSTITUTION: Chair: Town Councillor: Cllr Nick Whelan
Town Councillors: S Fanning, Maggie Lee,
and A Thomas

AGENDA

1. Apologies for Absence

Please give any apologies to the office before the meeting.

2. Declaration of Interests

For Members to declare an interest in any matter on the agenda

3. Minutes of the Last Meeting

To accept the minutes of the meeting held 15th September 2003

4. Matters Arising

To deal with matters arising from the previous Committee meeting

5. To Deal With Grievances Raised by Staff

To hear the responses to grievances raised by staff

6. Staff Training Programme 2003/4 and 2004/5

To receive and approve the draft staff training programme for the remainder of 2003/4 and for the 2004/5 financial year.

7. Issues Likely to Affect Personnel Budget 2004/5

To consider likely changes to the Personnel Committee budget for 2004/5 and agree a recommendation to the Finance Committee

8. Correspondence

To deal with urgent items of correspondence

9. Matters of Report

For Members to report on urgent Personnel issues

10. Closure

Signed


TOWN CLERK

30 September 2003

The following training issues have been positively identified

Databox - Town Clerk, Arts & Leisure Manager, Assistant to Town Clerk
Databox is the ticketing software at the Arts Centre, which provides management and financial information

Visual Arts - Arts & Leisure Manager
This is a series of lectures and workshop during the "Streets of Erith" Festival

Developments in Digital Media - Digital Multi Media Project Worker
Likely to form part of the Bradford Young Filmmakers Festival

Basic Health & Safety - Temporary Events Presentator
If course is available during period of contract

Staff Training Programme 2003/4

Training issues identified for which course places have been booked:-

The Role of the Company Secretary – Town Clerk

The Town Clerk will, upon transfer of the Town Hall Arts Centre, become the Company Secretary of the Company that operates the Arts Centre Bar and Bistro on behalf of the Charity.

Training issues identified and not yet addressed include:-

Team Building – joint with Arts Centre staff – All Town Council staff

This has been identified as a need by both organisations

Fire Safety & Risk Assessment – Arts & Leisure Manager

The Arts & Leisure Manager is responsible for preparing the risk assessment at Town Council events

Windows-based Coware – Assistant to Town Clerk & Town Clerk

Support for the current software expires in 2004, and the Council must upgrade by the end of the current financial year

Basic Health & Safety – Temporary Events Assistant

If course is available during period of contract

Staff Training Programme 2004/5

The following training issues have been positively identified

Databox – Town Clerk, Arts & Leisure Manager, Assistant to Town Clerk

Databox is the ticketing software at the Arts Centre, which provides management and financial information

Street Arts – Arts & Leisure Manager

This is a series of lectures and workshop during the "Streets of Brighton" Festival

Developments in Digital Media – Digital Multi-Media Project Worker

Likely to form part of the Bradford Young Filmmakers Festival

Basic Health & Safety – Temporary Events Assistant(s)

If course is available during period of contract

Issues Likely to Affect Personnel Budget 2004/5

1. Annual Pay Award

Payable from 1st April. Based on National Award to Local Government employees. Public negotiations not commenced as yet. Assume 3%

2. Review of Grades Post-Arts Centre Transfer

The grades of Town Council employees will need to be reviewed after, or as part of the Arts Centre transfer. Arts Centre staff grades have recently been the subject of Job Evaluation, and there is likely to be a need to regrade some Town Council posts to ensure parity. Assume 2.5%.

3. Change of St Edmundsbury Borough Council Payline Pre or Post-Arts Centre Transfer

St Edmundsbury Borough Council are reviewing their payline, and may well revise it to suit the employment conditions within the Borough area. This is likely to result in some upward drift of salaries. Although the Arts Centre staff changes are likely to be reflected in the overall Grant, the Town Council may wish to similarly review its payline. Assume 2-3%

4. Change of Town Council Employment Climate Post 1st May 2003

There is no doubt the public attacks, and series of unproven complaints made against staff by certain Town Councillors, have affected the Town Council's employees, and the unionised workforce that they have become as a result means that some duties, previously given voluntarily, may have to be covered by the use of additional employees or overtime. Assume 2% minimum.

Current Budget

Staff Salaries	£46,954
PAYE & NI	£19,886
Pensions	£11,776
TOTAL	£78,616

Expenses	£1,650
Training	£1,250
Protective Clothing	£ 290
TOTAL	£3,190