

PERSONNEL COMMITTEE

You are hereby summoned to attend the meeting of Haverhill Town Council Personnel Committee to be held in The Studio, Town Hall, High Street, Haverhill, on Tuesday 9th November 2004 commencing at 7.45 p.m., or immediately following the Leisure & Arts Committee meeting, whichever is the later, for the purpose of transacting the following business



CONSTITUTION: Chair: Town Councillor: Vacant
Town Councillors: M Graham, T Marks, L Samples,
A Thomas, and R Warwick

AGENDA

1. **Apologies for Absence**

Please notify the office if you are unable to attend

2. **Declarations of Interest**

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

3. **Election of Chair**

To elect a Chair of Committee

4. **Election of Vice-Chair**

To elect a Vice-Chair of Committee

5. **Minutes of Previous Meetings**

To agree the minutes of the Meetings held 13th July and 27th April 2004

6. Matters Arising From Those Minutes

To deal with any issues outstanding from those minutes

7. Job Evaluation

- a) To note the new nationally-agreed scheme for Town and Parish Clerks and to determine the new grade under this scheme for the Town Clerk (details attached)
- b) To note progress towards evaluation of Town Council staff

8. Scheme of delegation for Appointment of Staff

To agree a scheme of delegation for the appointment of staff and variations of staff hours (draft attached)

9. Issues Raised by Staff

To consider any issues raised by staff

10. Closure



**Gordon Mussett
Town Clerk**

25 October 2004