

## HAVERHILL TOWN COUNCIL

### PERSONNEL COMMITTEE



Dear Councillor,

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 2<sup>nd</sup> June 2015 commencing at 7.15pm for the purpose of transacting the following business:

CONSTITUTION:    Chair:            Cllr M Byrne,  
   Mayor Betty McLatchy  
   Cllr A Bramwell  
   Cllr P Fox  
   Cllr C Turner

### AGENDA

1.    **Apologies for Absence**  
Please notify the office by 5.00pm on the day of the meeting if you are unable to attend.
  
2.    **Declarations of Interest and requests for Dispensations**  
For members to declare an interest in items on the agenda and agree any dispensations to stay.
  
3.    **To Exclude the Press and Public**  
To resolve 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.
  
4.    **Minutes of the Last Meetings**  
To approve the minutes of the meeting held 28<sup>th</sup> April 2015.
  
5.    **Matters Arising from the minutes**  
To note actions taken as a result of, and any matters arising from the minutes of the meeting held 28<sup>th</sup> April 2015.
  
6.    **HR Update for new members**  
To brief new members of the committee on the current work.
  
7.    **Employee Handbook**  
To consider the recommendations made by Cllr Byrne and Councillor Turner in relation to the employee handbook.

8. **Staffing Issues**

[REDACTED]

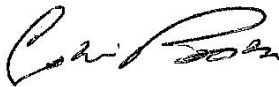
9. **Any other Urgent Staff Matters**

To consider any urgent staff matters arising after the agenda is circulated.

10. **Date of Next Meeting**

To agree date of next meeting

[REDACTED]



**Colin Poole**  
Haverhill Town Clerk

26<sup>th</sup> May 2015

*Copies of this and other Council agendas, minutes and supporting reports are available to download from the Council's website ([www.haverhill-tc.gov.uk](http://www.haverhill-tc.gov.uk)) or on request from Haverhill Arts Centre*