

# 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 Leiston Centre, Leiston Road, Haverhill, on Tuesday 12<sup>th</sup> January 2016 commencing at 7:30pm 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. **Minutes of the Last Meeting**  
To approve the minutes of the meeting held 24<sup>th</sup> November 2015.
4. **Non-confidential Matters Arising from the Minutes**  
To note actions taken as a result of, and any matters arising from the minutes of the meeting held 24<sup>th</sup> November 2015.
5. **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.
6. **Review of Contracts - Update**  
To brief members on proposals for contractual revisions as they apply to individual members of staff.

7. **Staffing Issues**



b) Apprenticeship Scheme - Update

8. **Any other Urgent Staff Matters**

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

9. **Date of Next Meeting**

A handwritten signature in black ink, appearing to read 'Colin Poole'.

**Colin Poole**  
Haverhill Town Clerk

5<sup>th</sup> January 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*