

CONFIDENTIAL

# Haverhill Town Council

Minutes of Haverhill Town Council's

## PERSONNEL COMMITTEE

Held on Tuesday 7<sup>th</sup> June 2016 at 7:00pm at the Leiston Centre, Haverhill



HAVERHILL  
TOWN COUNCIL

**Present:** Mayor D Roach  
Councillor A Bramwell  
Councillor M Byrne (Chairman)  
Councillor B McLatchy  
Councillor C Turner

**Apologies:** Councillor P Fox – Holiday

**In Attendance:** Colin Poole (Town Clerk)

No members of the public were present.

### Welcome:

Councillor Byrne welcomed everyone to the meeting.

**P16** Apologies for Absence

/001 The above apology was noted.

**P16** Declaration of Interests and requests for Dispensations

/002 None

**P16** Minutes of the last meeting

/003 The minutes of the meeting held on 12<sup>th</sup> January 2016 were approved as an accurate record.

**P16** Non-confidential Matters Arising from the Minutes

/004 P15/045a Apprentice Pay. This has been implemented.  
P15/045b Youth Skills Project. Funding for 2 years has been pledged by partners, but not all of it is passed across yet. The project has in excess of 1 year of funding still.

**P16** Exclusion of Press and Public

/005 It was proposed by Councillor C Turner, seconded by Councillor D Roach, that under the Public Bodies (Admission to Meetings) Act 1960, that the public and representatives of the media be excluded due to the confidential business to be transacted – HR Matters.

**RESOLVED**

**P16** Staffing Issues

/006 a) **NJC Pay Agreement:** The Clerk advised the meeting that the NJC negotiating body had agreed a pay formula for 2016/17 which would be implemented. However, unions had raised concerns about the constriction of differentials caused by the higher increases in the

Action

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national minimum wage/living wage and the 1% a year increase on the pay spine. This meant the pay for unskilled labour was catching up the pay for skilled labour. Whilst there was no immediate pressure on recruitment, this, coupled with the comparatively poor NJC pay compared to other public sector equivalents, meant at some point a correction would be necessary and the Council needs to be able to cope with the increase whilst protecting taxpayers from sudden changes in the precept.

It was agreed to **RECOMMEND** to Full Council that the Staffing Reserve limit of 15% of payroll be increased to a higher figure.

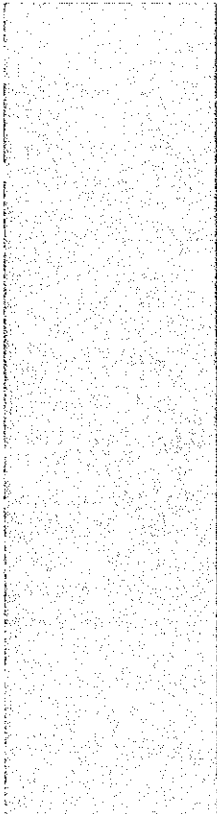
- b) Annual Increments for staff: The meeting reviewed the list of staff that were entitled to an incremental increase, which was **APPROVED**. It was agreed to write to the Finance Administrator thanking him for his work on the accounts. The role of Assistant Clerk, with any change to full Deputy Clerk status, would be reviewed in 12 months.

**P16**     **Any other Urgent Staff Matter**

- /007**    a) The meeting agreed to commission Councillor training to provide an update briefing on employment law as it relates to Councils, and a roleplay exercise for disciplinary hearings.

**P16**     **Closure**

**/008**    The meeting closed at 7:31pm



Signed .....  
**Chairman**

Date.....