

CONFIDENTIAL

# Haverhill Town Council

Minutes of Haverhill Town Council's

## PERSONNEL COMMITTEE

Held on Monday 11<sup>th</sup> December 2017 at 2:00pm at Haverhill Arts Centre, Haverhill



**Haverhill**  
TOWN COUNCIL

**Present:** Councillor M Byrne (Chairman)  
Councillor A Bramwell  
Mayor D Roach

**Apologies:** Councillor B McLatchy  
Councillor C Turner

**In Attendance:** Councillor P Fox  
Colin Poole (Town Clerk)

No members of the public were present.

**Welcome:**

Councillor Byrne welcomed everyone to the meeting.

**P17 /008** Apologies for Absence  
The above apologies were noted.

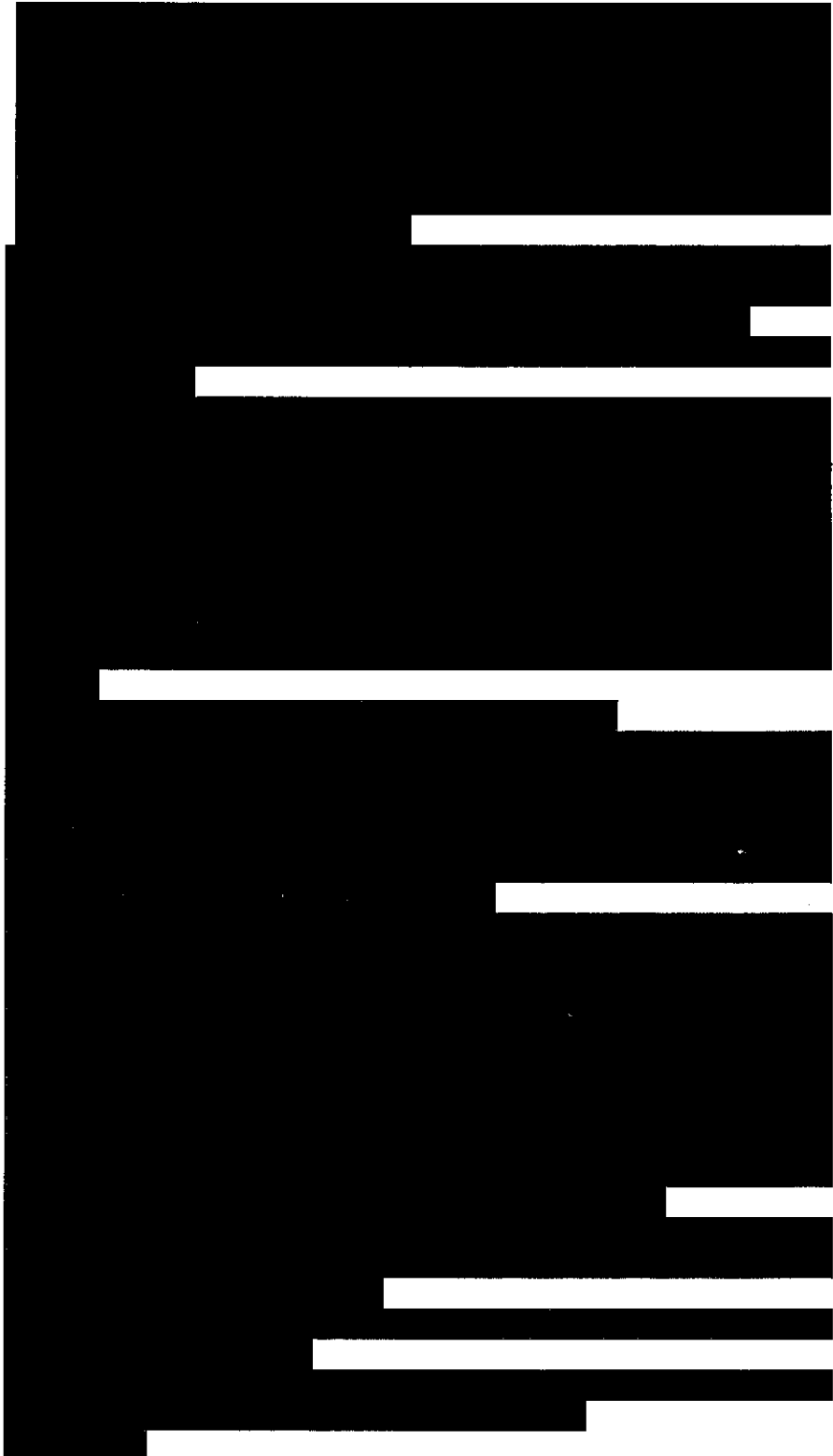
**P17 /009** Declaration of Interests and requests for Dispensations  
None

**P17 /010** Minutes of the last meeting  
The minutes of the meeting held on 6<sup>th</sup> June 2017 were approved as an accurate record.

**P17 /011** Exclusion of Press and Public  
It was proposed by Councillor D Roach, seconded by Councillor A Bramwell, 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**

**P17 /012** Staffing Matters  
[REDACTED]

**Action**



- b) Adoption of Living Wage Foundation recommendations: It was proposed by Councillor D Roach, seconded by Councillor A Bramwell, that the hourly rate for staff aged 21+ be not less than £8.75 from April 1<sup>st</sup> 2018.

**RESOLVED**

- c) Apprenticeships: It was proposed by Councillor M Byrne, seconded by Councillor P Fox, that the establishment of two apprentice positions be approved: Assistant Parish Handyman; Assistant to Youth Skills

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Manager. This was subject to budget approval by Full Council.

**RESOLVED**

- d) Level 4 Certificate in Community Governance: Councillor M Byrne advised the meeting that she fully supported this and considered it important for the Council that the Clerk was given the skills to support the Council for the increasing role it was likely to take on in the near future. It was proposed by Councillor M Byrne, seconded by Councillor D Roach, that the Clerk be funded to undertake study for the level 4 certificate in Community Governance.

**RESOLVED**

- e) Staff discount in the Hartseats Café: The Clerk advised that when the new contracts were being discussed, it emerged that it had been custom and practice that staff received a discount on food from Hartseats, in order to encourage them to spend their money with Hartseats. This discount had been achieved on a practical level through ringing up sales of jacket potatoes etc as baguettes – approximately 50% cheaper. Unfortunately, the introduction of the new stock control system meant it was not possible to ring everything ordered as a baguette. The Clerk therefore proposed that the staff discount be set at 50% of anything they ordered, as this was easily programmed into the till. It was noted that within the previous discussion regarding the menu, that some of the items popular with staff were not bought by regular customers and may be deleted, but the principle held true.

It was proposed by Councillor D Roach, seconded by Councillor A Bramwell, that the discount be allowed.

**RESOLVED**

**P17/ Any other Urgent Staff Matters**

**013** There was no other business to be transacted.

**P17 Closure**

**/014** The meeting closed at 15:53pm

Signed .....  
**Chairman**

Date.....