

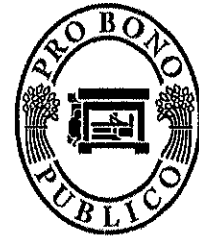
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# Haverhill Town Council

Minutes of Haverhill Town Council's

## PERSONNEL COMMITTEE

Held on Thursday 19<sup>th</sup> April 2018 at 4:10pm at Haverhill Arts Centre, Haverhill



**Haverhill**  
TOWN COUNCIL

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

**Apologies:** Councillor P Fox  
Councillor C Turner

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

No members of the public were present.

### Welcome:

Councillor Byrne welcomed everyone to the meeting.

- P18 /008** Apologies for Absence  
The above apologies were noted.
- P18 /009** Declaration of Interests and requests for Dispensations  
None
- P18 /010** Minutes of the last meeting  
The minutes of the meeting held on 18<sup>th</sup> January 2018 were approved as an accurate record.
- P18 /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**
- P18 /012** Staffing Matters  
a) Contractual Salary Uplifts  
The Committee reviewed the list of staff for whom an incremental increase was due. The list was approved.  
It was noted that the adoption of the 'real' National Living Wage for April 2018 had been approved in December 2017.  
It was confirmed that the uplifts to the National Living Wage had been correctly applied.  
It was agreed that [REDACTED], was now to be paid the real National Living Wage.  
It was approved that [REDACTED] funded by Suffolk

Action

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County Council.

b) Customer Experience & Marketing Manager Job Description

The Committee noted the Clerk's report that the pilot staff structure had been effective in providing improved management support to staff, including training. Sara Marsh had taken on additional responsibility in addition to her role as marketing Manager, overseeing quality in the customer experience from first contact at the website or box office, through performances and events and eating in the café. She had also taken on line-management responsibilities for the box office and ushers.

It was proposed by Councillor D Roach, seconded by Councillor A Bramwell that the change in job description be adopted as a permanent change in role. In addition, given her involvement in staff training, that the Clerk organises Sara's attendance at a 'train the trainers' course.

**RESOLVED**

c) Salary Reviews: [REDACTED]

The Committee considered the salary scales for the above roles and the recommendations from the Clerk.

It was proposed by Councillor D Roach, seconded by Councillor A Bramwell, that [REDACTED]

**RESOLVED**

The increases to be paid from the Salary Reserve. The Clerk was asked to report to the next meeting confirmation of the budget change.

**CLERK**

It was proposed by Councillor M Byrne, seconded by Councillor D Roach, that should the Town Clerk be absent from work for a period greater than three months, that the Assistant Clerk would be paid on the scale of the Town Clerk whilst they cover that absence.

**RESOLVED**

d) Parish Handyman Apprentice

It was noted that it was proving difficult to recruit an apprentice for the role of Assistant Parish Handyman. This was partly down to finding the right applicant, but also sourcing the training. The Town Council is working with Sudbury Town Council and WS Training to design a training package as there must be a meaningful qualification at the end of the apprenticeship.

The Parish Handyman had been paid an additional 7.5 hours a week in 2017/18 for his work on the Clements Estate around improvements to the Leiston shopping area. This had ceased at March 31<sup>st</sup>. The Clerk suggested that the Committee approve using the unspent salary budget for the apprentice on maintaining the 7.5 hours into 2018/19 from May 1<sup>st</sup>. This is a temporary increase in hours until an apprentice is found.

**AGREED**

e) Local Government Pay Scale

The Committee noted that an agreement by the Joint Council on pay had been reached. The uplifts will be applied, backdated to April 1<sup>st</sup>, once they are confirmed.

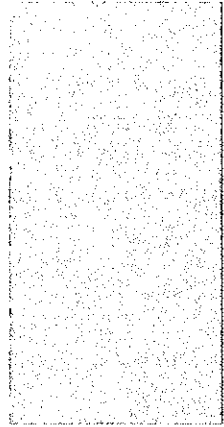
**P18/** Any other Urgent Staff Matters

**013** The Clerk confirmed that the changes to Hartseats had been implemented. There had only been a couple of adverse comments from customer in

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respect of the change of menu and opening hours. The Clerk had reviewed some logistical issues arising as a result of café staff not being on the premises for as long hours as previously. Additional 'pour and serve' sets will be purchased to enable Duty Managers to be able to service meetings where advance notice of refreshment requirements had not been given. An additional dishwasher in the main kitchen would enable staff clearing rooms in the evening to put crockery etc on to be washed, not left dirty for the morning.

The Hartseats staff were working with the Customer Experience & Marketing Manager on planning for offering afternoon teas.



**P18**     **Closure**  
**/014**     The meeting closed at 16:50pm

Signed .....  
**Chairman**

Date.....

Confidential appendix 1 below

**Appendix 1**

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