

Telephone: 01394 282086  
Fax: 01394 285920  
email: enquiries@felixstowe.gov.uk

9 am to 4 pm Mondays to Fridays



TOWN HALL  
FELIXSTOWE  
SUFFOLK  
IP11 2AG

## TO ALL MEMBERS OF THE PERSONNEL COMMITTEE

Cllr M Jepson (Chairman)  
Cllr K Williams (Vice Chairman)  
Cllr N Barber

Cllr S Harkin  
Cllr D Savage

You are hereby summoned to attend a meeting of the **PERSONNEL COMMITTEE** to be held **ONLINE** on **Tuesday 28 July 2020** at **6pm**.

### **Public Attendance**

*Online meetings of the Town Council and its Committees are open to the press and public who are welcome to attend via Zoom. Members of the public are invited to make representations or put questions to the Committee during the public session.*

**To join the meeting please follow this link:**

<https://us02web.zoom.us/j/83772115214>

Alternatively, you may join via the meeting ID 837 7211 5214 or over the telephone by calling 0131 460 1196.

Our online meeting guidance can be found here: <https://www.felixstowe.gov.uk/wp-content/uploads/2020/05/Remote-Meeting-Guidelines.pdf>

*Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity in its decision-making and Members are reminded to consider the Council's commitment to climate action.*

**Ash Tadjrishi**  
**Town Clerk**  
**21 July 2020**

For information (via email): All Town Councillors.

## **A G E N D A**

- 1. Public Question Time**  
Up to 15 minutes is set aside to allow members of the public (up to one minute each) to make representations or put questions to the Committee on any relevant matters.
- 2. Apologies for Absence**  
To receive apologies for absence.
- 3. Declarations of Interest**  
To receive any declarations of interest and to consider requests for dispensations from members on matters in which they have a disclosable pecuniary interest.
- 4. Confirmation of Minutes**  
To confirm the minutes of the meeting held on 9 October 2019 as a true record.  
**(Pages 3-5)**
- 5. Training Strategy 2020/21**  
To review the Council's Training Strategy for 2020/21. **(Appendix A)**
- 6. Exclusion of Press and Public (Staffing Matters)**  
In accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.
- 7. Town Clerk's Appraisal**  
To carry out the Town Clerk's Annual Appraisal. **(confidential report)**
- 8. Staffing Update**  
To note an update on Council staffing arrangements in respect of the Covid-19 pandemic. **(Verbal report)**
- 9. Finance Administration Assistant**  
To consider a report on the recruitment of a Finance Administration Assistant. **(Verbal report)**
- 10. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 7 October 2020 at 6pm.

## **AGENDA ITEM 4: CONFIRMATION OF MINUTES**

**MINUTES** of the **PERSONNEL COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 9 October 2019** at **6pm**

**PRESENT:** Cllr N Barber (Chairman)                      Cllr G Newman  
                  Cllr K Williams (vice-Chairman)        Cllr M Richardson

**OFFICERS:** Mr A Tadjrishi (Town Clerk)

### **249. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr M Jepson**.

### **250. DECLARATIONS OF INTEREST**

There were none.

### **251. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the **Minutes of the Personnel Committee Meeting held on 10 April 2019** be signed by the Chairman as a true record.

### **252. PENSIONS AUTO-ENROLMENT RE-DECLARATION**

It was **NOTED** that the **Town Council's re-declaration of compliance to The Pensions Regulator** was completed by the Town Clerk on **4 October 2019**

### **253. CYCLE TO WORK SCHEME**

Members noted that the environmental benefits of a cycle to work scheme were considered by the Council's Climate Emergency Working Group for inclusion on the Climate Emergency Action Plan.

It was noted that the Government's Cycle to Work initiative enables employees to make savings on new bikes and/or accessories, whilst the Council gets a healthier, more motivated workforce and receives financial savings as a result of reduced National Insurance contributions. There would be no net cost to the Council for this scheme, although the Council would need to meet the initial purchase cost which would then be recuperated from employees through the scheme.

**Following further discussion on the benefits of the scheme it was RECOMMENDED that the Town Council participate in the Government's Cycle to Work Scheme; with authority delegated to the Town Clerk to administer the scheme on Council's behalf and authorise expenditure from the Staffing Earmarked Reserve to meet any initial capital purchase costs.**

**254. EXCLUSION OF PRESS AND PUBLIC (STAFFING MATTERS)**

Committee agreed that, in accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), due the confidential nature of the business which was to be transacted, it was advisable that the press and public be temporarily excluded.

**It was RESOLVED that the Press and Public be excluded and instructed to withdraw.**

**255. TOWN CLERK'S APPRAISAL: SIX MONTH REVIEW**

The half-yearly appraisal review for the Town Clerk was carried out and progress against agreed objectives was discussed.

**It was RESOLVED that the six-month appraisal review be confirmed as having been carried out with the next full appraisal scheduled to take place in April 2020.**

**256. CUSTOMER SERVICES APPRENTICE POST**

Members considered the Council's Customer Services Apprentice post, which was due to complete in July 2020.

A draft job description for a Finance Administration Assistant role was considered and it was agreed that once the apprenticeship was complete, this post should be created. The apprentice would be welcome to apply for this role, if they so wished, subject to all due and proper process.

Committee agreed that this should be a full-time post to include duties such as; data input, maintenance and reporting, processing customer and supplier invoices, bank reconciliations and preparing payments. The role would also involve assisting with other administrative duties in accordance with the main functions of the Town Council.

**RESOLVED that a full-time Finance Administration Assistant post, as per the job description presented and appointed on a salary scale based on the same grade as the Council's Planning Administration Assistant, be created in July 2020 to coincide with the conclusion of the current Customer Services Apprentice post.**

**257. STAFFING AND TRAINING BUDGET 2020/21**

Members considered a confidential report on staffing structure and budget estimates for 2020/21, which included the creation of the Financial Administration Assistant post above. Salary scale point increases and training proposals were approved as presented and the budgets were recommended as follows:

**Salaries Budget:**

<b>Cost Centre</b>	<b>Budget 2020/21</b>		
	<b>Salaries</b>	<b>Employer National Insurance</b>	<b>Employer Pension Contributions</b>
<b>Administration</b>	185,077	18,393	41,850
<b>Town Hall</b>	26,694	1,718	935
<b>Walton</b>	3,115	275	187
<b>Broadway House</b>	5,272	465	316
<b>Cemetery</b>	99,154	9,633	15,439
<b>Allotments</b>	17,498	1,700	2,724
<b>Total</b>	<b>336,810</b>	<b>32,185</b>	<b>61,451</b>

**Training Budget:**

	<b>2020/21 (£)</b>
<b>Administration</b>	3,000
<b>Town Hall</b>	500
<b>Cemetery</b>	1,000
<b>Totals</b>	<b>4,500</b>

It was **RESOLVED** that Council be recommended to approve the salaries and training budgets for the financial year 2020/21 as presented in the report.

**258. CLOSURE**

The meeting was closed at 7.20pm. The next meeting was noted as having been scheduled for Wednesday 8 April 2020 at 6pm.

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