

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 **Wednesday 7 October 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/88934755344?pwd=eTNwdmEwMjlkWUpaQ01PdIZna1E3QT09>

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
2 October 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 28 July 2020 as a true record.
(Pages 3-5)
- 5. 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.
- 6. Staffing Arrangements**
To consider a report on Council's staffing arrangements and make any recommendations to Council.
(Confidential Report)
- 7. Staffing and Training Budget 2021/22**
To consider the staffing and training budget for 2021/22 and make any necessary recommendations to Council.
(Confidential Report)
- 8. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 7 April 2021 at 6pm.

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

165. TOWN CLERK'S APPRAISAL

The Annual Appraisal for the Town Clerk was carried out and several objectives were discussed and agreed.

It was RESOLVED that the Town Clerk's Appraisal document be finalised by the Mayor to include those objectives discussed and agreed for the following year.

166. STAFFING UPDATE

Members considered a confidential update on the Council's staffing situation since the coronavirus pandemic. Members were pleased to note that the Council had not required any staff to be furloughed since the beginning of lockdown. It was noted that a national review on local government pay had been concluded and, subject to confirmation by the National Joint Council, would be confirmed soon. The Clerk was asked to revise the 2020/21 staffing budget to take account of the Committee's recommendations and to incorporate this within a confidential report to the next full Council meeting for formal approval.

Committee formally recorded a vote of thanks to all Council staff for their hard work and dedication over the past few months.

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.

167. FINANCE ADMINISTRATION ASSISTANT

Members noted that the Customer Services Apprentice had achieved a distinction at the conclusion of his formal apprenticeship and had applied for the Finance Administration Assistant post. The interview had taken place earlier in the day. The Clerk and the Vice-Chairman of the Committee reported on the positive interview and application process and commented on the professionalism of the Customer Services Apprentice.

Committee unanimously supported the decision to offer the permanent post of Finance Administration Assistant to the Customer Services Apprentice.

RESOLVED that the appointment of the Finance Administration Assistant be noted.

168. CLOSURE

The meeting was closed at 7.26pm. The next meeting was noted as being scheduled for Wednesday 7 October 2020 at 6pm.