MINUTES of a PERSONNEL COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 20 July 2022 at 5.30pm

PRESENT: Cllr S Harkin (Chairman)

Cllr K Williams (Vice-Chairman)

Cllr M Jepson

Cllr M Richardson Cllr D Savage

OFFICERS: Mr A Tadjrishi (Town Clerk)

126. PUBLIC QUESTION TIME

None.

127. APOLOGIES FOR ABSENCE

None.

128. <u>DECLARATIONS OF INTEREST</u>

Member(s)	Minute No.	Nature of Interest
Cllr M Jepson Cllr M Richardson	All	Non-Pecuniary (as Members of East Suffolk Council)

As no Pecuniary declarations were made, there were no requests for dispensation

129. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 7 April 2022 be confirmed as a true record.

130. 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.

131. STAFFING MATTERS

Committee considered a report on staffing matters. The Clerk gave an update to the Committee on the status of a member of staff on a long-term sickness absence and Members reviewed the terms and conditions for several Council staff.

Members noted the continued hard-work and dedication of the Council's staffing team and the increased duties of a member of the Council's grounds team.

The ending of a staff member's fixed-term contract and possibility of offering a permanent role was also discussed.

It was RESOLVED that:

- i. the report on staffing matters be noted;
- ii. the Town Clerk be delegated the authority, in consultation with the Vice-Chairman Cllr K Williams, to seek an Occupational Health Report to support the staff member on long-term sick leave and take any actions deemed appropriate on receipt of the report;
- iii. to delegate authority to the Town Clerk to commit expenditure from the Staffing Earmarked Reserve in respect of 131ii above; reporting back to the Personnel Committee in October;
- iv. a permanent post of Grounds Maintenance Assistant on the NJC
 Scale 17-23 be offered to the staff member on the completion of their fixed-term contract;
- v. the terms and conditions of Council's lowest-paid staff be brought in-line with that of the caretaker's role to NJC Scale 17-23; and,
- vi. one of the Council's Grounds Maintenance Assistants be recognised as Grounds Maintenance Supervisor, on the NJC Scale 24-28.

132. CLOSURE

The meeting was closed at 6.38pm. It was noted that the next meeting was scheduled to take place on Wednesday 5 October 2022 at 6pm.			
Date:	Chairman:		