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9 am to 4 pm Mondays to Fridays



TOWN HALL
FELIXSTOWE
SUFFOLK
IP11 2AG

TO ALL MEMBERS OF THE PERSONNEL COMMITTEE

Cllr S Bennett (Chairman)
Cllr M Deacon (Vice-Chairman) Cllr D Rowe
Cllr S Harkin Cllr M Sharman

You are hereby summoned to attend a meeting of the **PERSONNEL COMMITTEE** to be held at **TOWN HALL, FELIXSTOWE**, on **Wednesday 3 April 2024 at 6pm.**

Public Attendance

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

There is a limit to the number of public attending in-person. If you wish to attend in person, please email townclerk@felixstowe.gov.uk to confirm capacity.

Public are very welcome join via Zoom using the following link:

<https://us02web.zoom.us/j/82769486775>

Alternatively, you may join via the meeting ID 828 9251 3980 or over the telephone by calling 0131 460 1196.

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.



The Council kindly asks that anyone planning to attend the meeting in-person to consider car-sharing or low-carbon modes of transport to the Town Hall.

Ash Tadjrishi
Town Clerk
26 March 2024

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, other registerable or non-registerable interest.
- 4. Confirmation of Minutes**
To confirm the minutes of the meeting held on 17 October 2023 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 Matters**
To consider a report on Council staffing matters and make any decisions deemed necessary. **(Confidential Report)**
- 7. Town Clerk's Appraisal: Six Month Review**
To review progress against agreed objectives. **(Confidential Report)**
- 8. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 2 October 2024 at 6pm.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

**MINUTES of a PERSONNEL COMMITTEE MEETING held at TOWN HALL,
Felixstowe, on Tuesday 17 October 2023 at 5pm**

PRESENT: Cllr S Bennett (Chairman)
Cllr M Deacon (Vice-Chairman) Cllr D Rowe
Cllr S Harkin Cllr M Sharman

OFFICERS: Mr A Tadjrishi (Town Clerk)

226. PUBLIC QUESTION TIME

None.

227. APOLOGIES FOR ABSENCE

None.

228. DECLARATIONS OF INTEREST

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

Member(s)	Minute No.	Nature of Interest
Cllr S Bennett Cllr M Deacon	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bennett	All	Other registerable interests (as a Member of Suffolk County Council)

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

229. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Personnel Committee meeting held on 5 April 2023 be confirmed as a true record.

230. MOTION: ANNUAL LEAVE

Committee considered the following motion on Annual Leave moved by Cllr D Rowe:

The excellent and dedicated work of the Council's staff team is acknowledged by the Council. In recognition of Council's appreciation for the excellent service the

staff have provided to the residents of Felixstowe and to Councillors over the past few years, in at times very challenging circumstances, this Council resolves that all staff will have 2 days (pro rata for part time) annual leave added to their leave entitlement for the year 24/25.

It was RESOLVED that the above motion be passed; and, that it be recommended to full Council that two additional days annual leave be awarded to all staff (pro-rata for part-time employees) for the 2024/25 annual leave, noting that this would be for that year only and not an ongoing entitlement.

231. MENTAL HEALTH AND WELLBEING POLICY

Committee considered a draft Mental Health & Wellbeing Policy.

Members welcomed the scope and purpose of the policy and it was agreed that the Town Clerk would refine it for conciseness, with a separate annexe signposting the range of mental health support available to staff.

It was RESOLVED that the Mental Health & Wellbeing Policy be adopted, subject to it being refined for conciseness and a separate annexe to the policy being included to signpost a range of mental health support available to staff.

232. 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.

233. 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.

234. STAFFING ARRANGEMENTS

The Clerk updated Committee on staffing arrangements.

RESOLVED that the report on staffing arrangements be noted.

235. STAFFING AND TRAINING BUDGET 2024/25

Members considered estimates for the Council's 2024/25 staffing and training budget. Salary scale point changes were approved as presented and the budgets were recommended as follows:

Cost Centre	Budget 2024/25		
	Salaries (£)	Employer National Insurance (£)	Employer Pension Contributions (£)
Administration	247,203	26,561	42,809
Town Hall	23,997	2,048	1,440
Walton	4,799	410	288
Broadway House	8,122	693	487
Cemetery	124,227	13,108	14,680
Allotments	26,620	2,809	3,146
Parks	26,620	2,809	3,146
Total	461,558	48,438	65,995

Training budget

	Budget 2024/25 (£)
Administration	2,000
Town Hall	500
Cemetery	1,500
Totals	4,000

It was **RESOLVED** that Council be recommended to approve the salaries and training budgets for the financial year 2024/25.

236. CLOSURE

The meeting was closed at 19.33pm. It was noted that the next meeting was scheduled to take place on Wednesday 3 April 2024 at 6pm.
