



9 am to 4 pm Mondays to Fridays

## **TO ALL MEMBERS OF THE PERSONNEL COMMITTEE**

Cllr N Barber (Chairman)  
Cllr K Williams (Vice Chairman)  
Cllr Jan Garfield

Cllr T Green  
Cllr G Newman

You are hereby summoned to attend a meeting of the **PERSONNEL COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 28 March 2018** at **5.30pm** for the transaction of the following business:

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

**1. Apologies**

To receive apologies for absence.

**2. Declarations of Interest**

Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.

**3. Requests for Dispensation**

Councillors with a pecuniary interest in an item on this agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.

**4. Confirmation of Minutes**

To confirm the minutes of the meeting held on 15 November 2017 as a true record. **(Pages 3-4)**

**5. Training Strategy 2018/19**

To approve the Council's Training Strategy for 2018/19. **(Page 5)**

**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. Staff Handbook**

To review and to consider and decide on the adoption of the new Staff Handbook. **(confidential report)**

**8. Staffing Matters**

To consider matter relating to the Council's staffing structure following the retirement of the Planning Administration Officer. **(confidential report)**

**9. Town Clerk's Appraisal**

To carry out the Town Clerk's Annual Appraisal. **(confidential report)**

**10. Closure**

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 10 October 2018 at 6pm.



**Ash Tadjrishi**  
**Town Clerk**  
**22 March 2018**

For information (via email): All Town Councillors.  
Local Press



### **366. STAFFING STRUCTURE AND BUDGET 2018/19**

Members considered at confidential report on staffing structure and budget estimates for 2018/19. Salary scale point increases were approved as presented and it was agreed that the training budget be reappportioned for 2018-19 across the Administration, Town Hall and Cemetery cost-centres.

The salaries budget proposed for 2018/19 was agreed as follows:

<b>Cost Centre</b>	<b>Budget 2018/19</b>		
	<b>Salaries</b>	<b>Employer National Insurance</b>	<b>Employer Pension Contributions</b>
<b>Administration</b>	165,558	16,087	37,591
<b>Town Hall</b>	24,024	1,456	843
<b>Walton</b>	2,811	241	169
<b>Broadway House</b>	4,757	409	285
<b>Cemetery</b>	90,954	8,721	14,830
<b>Allotments</b>	16,051	1,539	2,617
<b>Total</b>	<b>304,155</b>	<b>28,454</b>	<b>56,335</b>

**It was RESOLVED that Council be recommended to approve the salaries and training budget for the financial year 2018/19 as presented in the report.**

### **367. STAFFING MATTERS: CONTRACT AND HANDBOOK**

Committee considered the report on Staffing Matters. It was noted that, in accordance with the Committee's instructions, the Clerk and Cllr K William had undertaken a full-scale review of all staffing policies, terms and conditions, and contractual arrangements.

Members reviewed the new contracts, Personal Development Plan templates and draft staff handbook.

**It was RESOLVED that:**

- i. The new FTC Contract of Employment be approved;**
- ii. the current Staff Handbook, and policies within, be re-adopted at this time with no changes with a further review due in April 2018; and,**
- iii. the Clerk, in consultation with Cllr K Williams, be delegated the authority to consult with Council staff in order to implement the new contracts.**

### **368. CLOSURE**

The meeting was closed at 7.20pm. The next meeting was noted as having been scheduled for Wednesday 11 April 2018 at 6pm.

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## **AGENDA ITEM 5: TRAINING STRATEGY 2018-19**

Committee reviews Council's Training Strategy annually, other than to update the dates for 2018-19, the current strategy below is proposed for re-adopted with no changes:

### **Training Strategy 2018-19**

#### **1. Statement of Principle**

- 1.1 Felixstowe Town Council believes that appropriate training of Councillors and staff is vital to provide the high quality of service to the local community to which the Council is committed.
- 1.2 This Training Strategy is designed to support Felixstowe Town Council in achieving its objectives on behalf of the community through the continual improvement in the performance, skills and knowledge of its staff and Members.
- 1.3 Further to this formal Strategy, it is recognised that the ethos and culture of Felixstowe Town Council is to support the personal and professional development of its staff and Members.

#### **2. Funding**

- 2.1 The Council will ensure adequate funding is included in its annual budget to enable the provision of its training needs.

#### **3. Councillors' Training**

- 3.1 All new Councillors will be provided with an induction pack which includes adequate information to allow them to undertake their role as soon as they are elected to the Council.
- 3.2 All Councillors will be offered an in-house Member Development Programme with opportunities to attend courses provided by the Suffolk Association of Local Councils and other appropriate providers tailored to the specific needs of Felixstowe Town Council.
- 3.3 All Councillors will be made aware of additional training courses provided by the Suffolk Association of Local Councils and other appropriate courses and conferences and given the opportunity to attend these courses and conferences if appropriate.
- 3.4 Regular Councillor briefing sessions will be organised by the Council prior to meetings of the Council and its Committees and at other times to inform Councillors on topics relevant to the operation of the Council and the wider community of Felixstowe.

- 3.5 The Clerk and other staff members will organise regular visits for Councillors to the Council's various operational sites accompanied by informal presentations concerning the Council's activities and the services it delivers.
- 3.6 Councillors will be given the opportunity to participate in any appropriate staff training sessions; including, but not limited to, courses in Health & Safety, Fire Regulations and Equality & Diversity.
- 3.7 All members of the Town Council's Planning & Environment Committee will be given regular training in association with Suffolk Coastal District Council concerning planning procedures and legislation.

#### **4. Staff Training**

- 4.1 All new staff will be given in-house induction training, both formal and informal, and in particular in the Town Council's policies and procedures.
- 4.2 All staff will undertake any statutorily required training.
- 4.3 Appropriate training in first aid and other procedures will be given to nominated staff members.
- 4.4 All staff will be provided with their own Professional Development Plan, through the appraisal process and discussions with their Line Manager, to identify ongoing training needs linked to their roles and the Council's business objectives.
- 4.5 It will be the responsibility of the Town Clerk to arrange appropriate training courses to meet identified training needs.
- 4.6 The Council will encourage the continuing professional development of all staff, supporting them to acquire qualifications appropriate to their posts and, where appropriate, will provide financial resources and adequate paid leave to attend any necessary courses.

**Committee is therefore requested to review the Council's Training Strategy for and re-adopt with no changes for 2018/19.**

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