



TO ALL MEMBERS OF THE PERSONNEL COMMITTEE

Cllr G Newman (Chairman)

Cllr T Green

Cllr K Williams (Vice Chairman)

Cllr M Jepson

Cllr N Barber

You are hereby summoned to attend a meeting of the **PERSONNEL COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 24 October 2018** at **6pm** 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 28 March 2018 as a true record.

(Pages 3-4)

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 instructed to withdraw.

6. Town Clerk's Appraisal: Six Month Review

To review progress against agreed objectives.

(Confidential Report)

7. Staffing and Training Budget 2018/19

To consider the staffing and training budget for 2019/20 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 10 April 2019 at 6pm.



**Ash Tadjrishi
Town Clerk
18 October 2018**

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

It was RESOLVED that, subject to further changes being incorporated to reflect the requirements of GDPR, the new Staff Handbook be approved; and, authority be delegated to the Town Clerk and Cllr K Williams to affect the changes and roll out to all staff alongside the new staff contracts.

571. STAFFING MATTERS

Committee considered the report relating to the Council's staffing structure following the retirement of the Planning Administration Officer.

In consideration of the forthcoming vacancy, Members discussed the need for a post that was able to support but not be wholly focused on the Council's role as a consultee to local planning applications.

A job description and terms for a Planning Administration Assistant role was considered and it was agreed that this role should be created and an opportunity be given for internal applications to be submitted for the role in the first instance. If an internal applicant was not appointed, it would then be advertised externally.

Subject to there being any further vacancy in the administration office as a result of the above, Members agreed that the Council should provide an opportunity for a Level 3 Business Administration Apprentice to join the team.

It was RESOLVED that:

- i. the post of Planning Administration Assistant be created on the basis of the terms and job description supplied, with the opportunity for internal candidates to apply in the first instance;**
- ii. subject to a further vacancy arising as a result of the above, a full-time, 2 year, Level 3 Business Administration Apprentice post be introduced at a starting wage of £7.05 per hour, with scope for further enhancements to be considered by Committee as the role progresses; and,**
- iii. the Clerk be delegated the authority to take the necessary actions in order to achieve the above objectives.**

572. 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.

573. CLOSURE

The meeting was closed at 6.45pm. The next meeting was noted as scheduled for Wednesday 10 October 2018 at 6pm.