

**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 ARRANGMENTS

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.

Date: _____

Chairman: _____