



9 am to 4 pm Mondays to Fridays

TO ALL MEMBERS OF THE PERSONNEL COMMITTEE

Cllr G Newman (Town Mayor - Chairman) Cllr Jan Garfield
Cllr K Williams (Vice Chairman) Cllr D Savage (Deputy Mayor)
Cllr M Deacon

You are hereby summoned to attend a meeting of the **PERSONNEL COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 10 March 2015** 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 interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.
3. **To Consider and Dispensations for Councillors with a Pecuniary Interest**
Any Councillor with a pecuniary interest on an item on this agenda who wishes to be granted a dispensation to remain, speak and/or vote at consideration of that item, should apply for a dispensation in writing to the proper officer of the Town Council as soon as possible before the meeting. Applications may also be considered at the meeting itself.
4. **Minutes of the Previous Meeting**
To confirm the minutes of the meeting held on 22 October 2014 as a true record. **(Pages 3-5)**
5. **Training Strategy**
To review the Council's Training Policy **(Appendix A)**
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 Policies**
To review staff policies. **(Restricted, to follow under separate cover)**
8. **Town Clerk's Appraisal (6 Month Review)**
To review progress against agreed objectives.
(Restricted, to follow under separate cover)
9. **Closure**
To close proceedings and note the date of the next meeting is Wednesday 14 October 2015.



Ash Tadjrishi
Town Clerk
4 March 2015

For information (via email): All Town Councillors.

AGENDA ITEM 4: MINUTES OF PREVIOUS MEETING

MINUTES of the **PERSONNEL COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 22 October 2014** at **5.30pm**

PRESENT: Cllr G Newman (Town Mayor - Chairman) Cllr Jan Garfield
 Cllr D Savage (Deputy Mayor) Cllr M Deacon

OFFICERS: Mr A Tadjrishi (Town Clerk)

325. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr K Williams.

326. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

327. REQUESTS FOR DISPENSATIONS

There were none.

328. MINUTES OF THE PREVIOUS MEETING

It was **RESOLVED** that:

The Minutes of the Personnel Committee Meeting held on 26 June 2014 be signed by the Chairman as a true record.

329. MEMBER/OFFICER PROTOCOL

Committee reviewed the Council's Member/Officer Protocol which had been previously approved by Personnel Committee at its meeting of 9 October 2013.

A Member proposed that paragraph 4.3 be amended as follows:

- 4.3 ~~If your Council has adopted party political groupings, the~~ (The) Clerk should ensure that any reports or advice offered to (Members of) a political group are statements of relevant facts, with an appraisal of options and do not deal with the political implications of the matter or options, or make any recommendations. ~~It is not the Clerk's job to make recommendations to a political group.~~

Committee considered the Protocol to be otherwise fit for purpose and proposed that the review period be set to three years, unless otherwise necessary.

It was RESOLVED that, subject to an amendment to paragraph 4.3 above, the Member/Officer Protocol be approved as presented and the next review be set for 2017/18.

330. EXCLUSION OF PRESS AND PUBLIC (STAFFING MATTERS)

Council 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.

331. TOWN CLERK'S APPRAISAL

An 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 agreed for the following year.

332. STAFFING MATTERS

Committee considered a confidential report on staffing matters which made a number of proposals for changes to the staffing structure within the budget provision for the current year 2014/15.

It was RESOLVED that:

- i. Proposals to vary the Technical Advisor's job description and title to Estates Officer be approved;**
- ii. That the post be offered at 24 hours across four days per week at the staff member's existing salary scale and grade;**
- iii. That two full-time office based staff Members be permitted to reduce from 37 across five days to 30 hours across four days per week;**
- iv. That the temporary Administrative Assistant post be replaced with a permanent position at 20 hours across five days per week, starting at SCP18 on the NJC scale 18-21;**
- v. Opportunity to apply for the new Administrative Assistant post to be offered internally and externally thereafter if no appointment made;**
- vi. That the Clerk delegated the authority to commit expenditure of up to £1,200 from the salaries budget in order to meet any cost of recruitment to the Part-Time Administrative Assistant post; and,**
- vii. The Clerk be delegated the authority to effect the changes at the earliest practicable opportunity.**

333. STAFFING STRUCTURE AND BUDGET 2015/16

Members considered the staffing structure and budget estimates for 2015/16 as presented in the confidential report.

It was noted that known salary scale point increases had been accounted for and a headroom allowance for an indicated national agreement on public sector pay had been included in the budget schedule, pending

As the total salary cost was projected to be within 0.1% of the current year budget, it was proposed that a nil increase be recommended for the financial year 2015/16.

It was RESOLVED that Council be recommended to approve a nil increase to the overall salary budget for the financial year 2015/16.

334. CLOSURE

The meeting closed at 7.10pm. The Clerk was asked to schedule the next meeting to take place during March 2015.

Date: _____

Chairman: _____