

**MINUTES of the PERSONNEL COMMITTEE meeting held at Felixstowe Town Hall
on Tuesday 10 March 2015 at 6pm**

PRESENT: Cllr G Newman (Town Mayor - Chairman) Cllr Jan Garfield
 Cllr D Savage (Deputy Mayor) Cllr M Deacon
 Cllr K Williams (*from item 539*)

OFFICERS: Mr A Tadjrishi (Town Clerk)

532. APOLOGIES FOR ABSENCE

There were none. Apologies for lateness were received from Cllr K Williams.

533. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

534. REQUESTS FOR DISPENSATIONS

There were none.

535. MINUTES OF THE PREVIOUS MEETING

It was **RESOLVED** that:

The Minutes of the Personnel Committee Meeting held on 22 October 2014 be signed by the Chairman as a true record.

536. TRAINING STRATEGY

Committee reviewed the Council's Training Strategy and noted that no changes were proposed.

It was RESOLVED that the Training Strategy be retained unchanged and reviewed again in five years, or at such a time as may otherwise be necessary.

537. 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.

538. STAFF POLICIES

Committee considered a range of policies relevant to staff and noted that the Town Clerk had compiled these in to a single staff handbook.

It was RESOLVED that the Staff Handbook be approved as presented and issued to Council's staff.

At this point, Cllr K Williams arrived.

539. TOWN CLERK'S APPRAISAL (SIX-MONTH REVIEW)

Members carried out the half-year review of the Town Clerk's appraisal and progress against those objectives agreed in October 2014.

It was RESOLVED that the Town Clerk's Appraisal be next reviewed in October 2015.

540. CLOSURE

The meeting closed at 6.58pm. The next meeting was noted as being Wednesday 14 October 2015 at 7pm.

Date: _____

Chairman: _____