

**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 Tadjirishi (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.

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Date: \_\_\_\_\_

Chairman: \_\_\_\_\_