



9 am to 4 pm Mondays to Fridays

TO ALL MEMBERS OF THE PERSONNEL COMMITTEE

Cllr D Savage (Chairman)
Cllr Jan Garfield (Vice Chairman)
Cllr T Green

Cllr G Newman
Cllr K Williams

You are hereby summoned to attend a meeting of the **PERSONNEL COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 14 October 2015** at **7.30pm** 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. Introduction to Personnel Committee

To receive an introduction on the work of the Personnel Committee and note its Terms of Reference.

5. Confirmation of Minutes

To confirm the minutes of the meeting held on 10 March 2015 as a true record.

(Pages 3-4)

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. Town Clerk's Appraisal

To carry out an Appraisal for the Town Clerk.

(confidential report)

8. Staffing Matters

To consider matters relating to the terms and conditions of Town Council staff.
(confidential report)

9. Staffing Structure and Budget 2016/17

To consider the staffing structure and associated budget for 2016/17 and make any necessary recommendations to Council.
(confidential report)

10. Closure

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 13 April 2016 at 7.30pm.



Ash Tadjrishi
Town Clerk
7 October 2015

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

AGENDA ITEM 5: CONFIRMATION OF MINUTES

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: _____
