

Minutes of the Personnel Committee Meeting held on Tuesday 17th September 2013 at 9.00am at Felixstowe Town Hall.

Present: Councillors Jan Garfield, Newman, Savage and Slemmings

Minutes

195. Election of Chairman.

Councillor Slemmings was elected as Chairman of the Committee.

196. Election of Vice Chairman.

Councillor Newman was elected as Vice-Chair of the Committee.

197. Apologies.

There were no apologies for absence.

198. Declarations of Interest.

No Members declared an interest in the matters to be discussed.

199. Terms of Reference.

The Committee agreed to produce terms of reference for adoption by the Council.

200. Establishment pay review.

The Committee agreed to undertake a review of staffing.

201. To consider staff booklet.

The Committee agreed to defer the production of a Staff Handbook at this time.

202. Closure

The meeting closed at 9.45 a.m.