

**Minutes of the Personnel Committee Meeting held on Monday 9th December 2013
at 4.00 p.m. at Felixstowe Town Hall.**

Present: Councillors Jan Garfield, Newman, Savage and Slemmings

Minutes

335. Apologies.

336. Declarations of Interest.

No members declared an interest in any item on the agenda.

337. To Consider Any Requests for Dispensation.

No members sought a dispensation.

338. To Agree the Minutes of the Meeting held 9th October 2013

The minutes of the meeting held 9th October 2013 were agreed as a true record.

339. Exclusion of Press and Public. Standing Order 60

The Committee agreed that, in accord with the Public Bodies (Admissions to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw.

340. To Agree to Recommend the Adoption of a New Salary Structure

The Committee agree to recommend to Full Council the adoption of a new salary structure, including revised job descriptions, and the introduction of monthly pay cycles for all staff, and an annualised hours contract for cemetery staff.

341. To Agree to Recommend the Back-dating of Revised Salaries

The Committee agreed to recommend to Full Council the back-dating of revised salaries to 1st June 2013 subject to the first annual increments not being due until April 2015.

342. To Agree to Address Issues of Capability

The Committee agreed to address the issues of capability as raised in the report compiled by the Acting Town Clerk in accordance with the timescale advised by the Town Council's Insurers.

343. To Agree to Address Issues Raised by Internal Audit

The Committee noted the issues raised by Internal Audit, and the action taken by the Acting Town Clerk to address the issues and agreed to commence a disciplinary investigation in accordance with the timescale advised by the Town Council's Insurers.

344. Closure

The meeting was closed at 5.35 p.m.