

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

Present: Councillors Jan Garfield, Newman and Slemmings

Minutes

- 254. Apologies.**
Apologies for absence had been received from Councillor Savage.
- 255. Declarations of Interest.**
No members declared an interest in any item on the agenda.
- 256. To Consider Any Requests for Dispensation.**
No members sought a dispensation.
- 257. To Agree the Minutes of the Meeting held 17th September 2013**
The Committee agreed the minutes of the meeting held 17th September 2013.
- 258. To Consider and Agree to Adopt the Following Policies and Procedures**
The Committee considered and agreed to adopt the following policies and procedures with the minor amendments as shown.
- a. Equal Opportunities Policy
 - b. Disciplinary Procedures
 - c. Disciplinary Rules – subject to the substitution of the words “Town Clerk” for “Chairman” in paragraph 1.3
 - d. Anti-Harassment and Bullying Policy
 - e. Grievance Procedure
 - f. Sickness Absence Policy
 - g. Stress Policy
 - h. Retirement Policy
 - i. Capability Procedure
 - j. Flexible Working Policy
 - k. Electronic Communications Policy
 - l. Data Protection Policy
 - m. Whistleblowing Policy
 - n. Protocol on Member/Officer Relationships – subject to substitution of “mayor” for “Chair of the Council” in paragraph 5.2, and to the insertion of “Procedure for Members” before paragraph 5.5.
 - o. Health & Safety Policy
 - p. Maternity Leave
 - q. Paternity Policy
 - r. Adoption Policy
- 259. Closure**
The meeting was closed at 4.42 p.m.