



9 am to 4 pm Mondays to Fridays

TO ALL MEMBERS OF THE PERSONNEL COMMITTEE

Cllr Jan Garfield (Chairman)
Cllr K Williams (Vice Chairman)
Cllr D Savage

Cllr N Barber
Cllr T Green

You are hereby summoned to attend a meeting of the **PERSONNEL COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 12 April 2017** 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. Confirmation of Minutes

To confirm the minutes of the meeting held on 20 December 2016 as a true record. **(Pages 3-4)**

5. Training Strategy 2017/18

To review the Council's Training Strategy for 2017/18 and opportunities for staff and Member development. **(Page 4 & Appendix A)**

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. Pensions**
To note that Council's Declaration of Compliance has been submitted in respect of auto-enrolment and its LGPS contribution rates to 31 March 2020.
(confidential report)
- 8. TOIL Policy Update**
To consider any matters relating to the terms and conditions of Town Council staff.
(confidential report)
- 9. Staffing Matters**
To consider a review of staffing policies and associated terms and conditions.
(confidential report)
- 10. Town Clerk's Appraisal**
To carry out the Town Clerk's Annual Appraisal.
(confidential report)
- 11. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 11 October 2017 at 4pm.



Ash Tadjrishi
Town Clerk
7 April 2017

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

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the **PERSONNEL COMMITTEE** meeting held at Felixstowe Town Hall on **Tuesday 20 December 2016** at **3pm**

PRESENT: Cllr Jan Garfield (Chairman)
Cllr K Williams (Vice-Chairman)
Cllr D Savage

OFFICERS: Mr A Tadjrishi (Town Clerk)

378. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber** and **Cllr T Green**.

379. DECLARATIONS OF INTEREST

There were none

380. REQUESTS FOR DISPENSATION

There were none.

381. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Personnel Committee Meeting held on 9 November 2016 be signed by the Chairman as a true record.

382. EXCLUSION OF PRESS AND PUBLIC (STAFFING MATTERS)

Committee 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.

383. STAFFING MATTERS

Committee considered the confidential report on staffing matters and feedback from the members of the interview panel subsequent to interviews for three vacant posts at the Town Council held earlier that day.

Candidates for the posts of Deputy Town Clerk, Planning Administration Officer and full-time Caretaker had been interviewed and the panel had considered their applications.

It was RESOLVED that:

- i. the recommendations of the interview panel be approved and offers of appointments to the posts of Deputy Town Clerk, Planning**

Administration Officer and Caretaker be made to the preferred candidates; and

- ii. **the report on staffing matters be updated to reflect the outcome of the above job offers and recommended to Council for approval.**

384. REVISED STAFFING BUDGET ESTIMATES 2017-18

Committee considered a report advising that the Council's staffing budget estimates for 2017-18 should be revised and reduced following a recent reorganisation of its staffing arrangements.

Members noted that, whilst the revised staffing structure had not been initiated on the basis of cost-saving, efficiencies with the new arrangements were estimated to save £9,061 over the next financial year with commensurate savings in following years.

It was RESOLVED that the revised staffing budget estimates be recommended to Council in January as presented in the report.

385. CLOSURE

The meeting was closed at 3.07pm. The next meeting was noted as being scheduled for Wednesday 12 April 2017 at 7.30pm.

AGENDA ITEM 5: TRAINING STRATEGY 2017/18

Committee reviews Council's Training Strategy and the current version is at **Appendix A.**

Training requirements and aspirations for professional development are discussed with each staff member annually, agreed, arranged and recorded. Staff and Members are encouraged to take up further training opportunities during the year as may be identified. Members of the Committee have indicated that they would like to explore the value in providing a longer-term (i.e more than one-year) Personal Development Plan for each staff member and Councillor to support the role they carry out and their own professional aspirations.

Committee is requested to review the Council's Training Strategy for 2017/18 and consider the introduction of a long-term Personal Development Plan for staff and Councillors.
