

**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.

Date: _____

Chairman: _____