



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 **Tuesday 6 September 2016** at **4pm** 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 13 April 2016 as a true record.

(Pages 3-5)

5. 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.

6. Pensions Auto-Enrolment

To make a recommendation to Council for auto-enrolment of employees in to a workplace pension scheme. **(confidential report)**

7. Toil Policy Update

To consider an update report following the introduction of a revised policy for TOIL. **(confidential report)**

8. Staffing Structure and Budget 2017/18

To consider the staffing structure and associated budget for 2017/18 and make any necessary recommendations to Council. **(confidential report)**

9. Closure

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 12 April 2017 at 7.30pm.



**Ash Tadjrishi
Town Clerk
31 August 2016**

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

AGENDA ITEM 5: CONFIRMATION OF MINUTES

MINUTES of the **PERSONNEL COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 13 April 2016 at 7.30pm**

PRESENT: Cllr D Savage (Chairman) Cllr G Newman
Cllr Jan Garfield (Vice-Chairman) Cllr K Williams
Cllr T Green

OFFICERS: Mr A Tadjrishi (Town Clerk)

545. APOLOGIES FOR ABSENCE

There were none.

546. DECLARATIONS OF INTEREST

There were none

547. REQUESTS FOR DISPENSATION

There were none.

548. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Personnel Committee Meeting held on 14 October 2015 be signed by the Chairman as a true record.

549. TRAINING STRATEGY

Committee reviewed the Council's Training Strategy for 2016/17.

It was RESOLVED that, subject to merging paragraphs 4.1 and 4.2 in to one clearer statement, the proposed amendments to the Training Strategy as presented be incorporated and adopted; and, Committee would review this annually.

550. PENSIONS AUTO-ENROLMENT

Committee noted the Council's duties in respect of its obligations to auto-enrol eligible staff in to a suitable pension scheme.

Members discussed the possibility of enrolling qualifying staff in to the NEST scheme and sought assurance that this scheme would provide good value to Council and its staff. Committee noted the minimum employer contributions required for a qualifying scheme and agreed that Council should be asked to consider making contributions above these minimum amounts in order to provide a better investment for its staff.

It was RESOLVED that, pending independent advice as to the suitability, or otherwise, of the NEST scheme, the Clerk be instructed to take any action necessary to bring forward a report on the costs of the scheme to an additional meeting of the Personnel Committee, with a view to making a final recommendation to Council in September.

551. BUSINESS PLAN 2016-2020

Members considered potential objectives for the Personnel Committee as part of Council's draft Business Plan for 2016-2020.

It was RESOLVED that, subject to the amendments discussed being incorporated, the draft objectives be approved for inclusion in the Plan and recommended to F&GP for further consideration in due course.

552. HEALTH & SAFETY AUDIT

Committee received the Health & Safety Audit report and noted that the Town Council's operations had been rated as 'good' across the majority of areas

The Clerk advised that training to assess vibration rates of hand-held power tools, identify asbestos and protocols for assessing and dealing with the tree stock across Council's sites was being sourced as recommended by the report.

RESOLVED that the Health & Safety Audit report be noted.

553. STAFFING BUDGET 2016/17

Committee considered reappportioning elements of the Council's staffing budget for 2016/17, noting that this would reflect more accurate estimates for National Insurance and Pensions contributions during the year and result in a net zero change to the overall staffing budget.

RESOLVED that it be recommended to Council that the staffing budget for 2016/17 be reappportioned as per the report.

554. EXCLUSION OF PRESS AND PUBLIC (STAFFING MATTERS)

Council 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.

555. STAFF HANDBOOK POLICIES

Committee considered a policy for Time of In Lieu (TOIL), provisions for parental leave and special leave arrangements.

RESOLVED that:

- i. the Time of In Lieu (TOIL) policy be adopted as presented;**
- ii. Two weeks' Paternity Leave be approved at normal pay for a member of staff;**
- iii. an updated policy for Parental Leave be investigated and brought to Committee for consideration at the next meeting;**
- iv. the Clerk be delegated the authority to exercise discretion in the application of granting paid leave in certain circumstances, such as bereavement or matters of urgency; and,**
- v. the Clerk and Cllr K Williams be requested to review the Staff Handbook and bring forward proposals for further updates for Committee to consider.**

556. HMRC: NATIONAL INSURANCE

Members noted that HMRC had billed the Council for an underpayment of a former staff member's employee National Insurance contributions.

The Clerk advised that the bill had been settled and the former staff member had reimbursed the Council for the full amount due.

RESOLVED that the action taken by the Clerk to settle this matter be approved.

557. TOWN CLERK'S APPRAISAL (6 MONTH REVIEW)

Members carried out the half-year review of the Town Clerk's appraisal and agreed that this be updated by the Mayor.

It was RESOLVED that the Town Clerk's Appraisal document be updated by the Mayor to include matters agreed by Members at the meeting; and, Council be recommended to approve the further recommendations of the Committee at its meeting of 8 June 2016.

558. CLOSURE

The meeting was closed at 10.15pm. The next meeting was noted as being scheduled for Wednesday 12 October 2016 at 7.30pm.
