



## 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 9 November 2016** at **6.15pm** 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 6 September 2016 as a true record. **(Pages 3-4)**

**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. Staffing Matters**

To consider staffing matters as delegated by Council. **(confidential report)**

**7. Closure**

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

A handwritten signature in black ink, appearing to read 'A. Tadjrishi', with a large, stylized initial 'A'.

**Ash Tadjrishi**  
**Town Clerk**  
**4 November 2016**

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



Committee Members were keen to ensure that both new and existing staff members who may be enrolled in to a pension scheme by the Council would be provided with a good scheme.

**It was RESOLVED that it be recommended to Council that:**

- i. Council introduce the NEST pension scheme for the purposes of auto-enrolment;**
- ii. Employer contributions be set at 6% with employee contributions at 2% from the outset;**
- iii. the NEST pension scheme be offered to any eligible new employees on joining the town council; and,**
- iv. a report be brought to Council outlining the costs and rationale for the above.**

#### **172. TOIL POLICY UPDATE**

Members noted the update on staff hours since the new Time Off In Lieu (TOIL) policy had been introduced.

**RESOLVED that the update be noted and a similar update brought to Committee once the policy had been in force for 12 months in April 2017.**

#### **173. STAFFING STRUCTURE AND BUDGET 2017/18**

Members reviewed the confidential report and salaries budget for 2017/18.

**It was RESOLVED that Committee's recommendations be presented to a meeting of the Council in due course.**

#### **174. CLOSURE**

The meeting was closed at 7pm. The next meeting was noted as being scheduled for Wednesday 12 April 2017 at 7.30pm.

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