



## **TO ALL MEMBERS OF THE PERSONNEL COMMITTEE**

Cllr N Barber (Chairman)  
Cllr K Williams (Vice Chairman)  
Cllr Jan Garfield

Cllr T Green  
Cllr G Newman

You are hereby summoned to attend a meeting of the **PERSONNEL COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 15 November 2017** at **6pm** 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 12 April 2017 as a true record.

**(Pages 3-5)**

**5. Member/Officer Protocol**

To review and approve the Council's Member/Officer Protocol. **(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. Town Clerk's Appraisal: Six Month Review**

To review progress against agreed objectives.

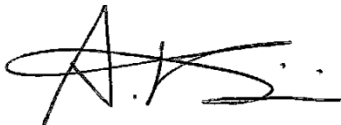
**(Confidential Report)**

**8. Staffing Structure and Budget 2018/19**

To consider the staffing structure and associated budget for 2018/19 and make any necessary recommendations to Council. **(Confidential report)**

**9. Staffing Matters: Contracts and Handbook**

To consider matters relating to the terms and conditions of Town Council staff. **(Confidential report)**



**Ash Tadjrishi**

**Town Clerk**

**10 November 2017**

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 12 April 2017 at 7.30pm**

**PRESENT:** Cllr Jan Garfield (Chairman) Cllr T Green  
Cllr K Williams (Vice-Chairman) Cllr D Savage  
Cllr N Barber

**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 20 December 2016 be signed by the Chairman as a true record.**

### **549. TRAINING STRATEGY 2017-18**

Council's Training Strategy was considered and Members noted that individual Professional Development Plans were being reviewed annually with each staff member through the appraisal process. Staff training was arranged in accordance with annual objectives and Members of the Council were encouraged to participate in staff training and relevant courses offered by organisations such as SALC to ensure continued Member development. Staff and Members were also encouraged to undertake additional training during the year if opportunity arose and that all training records had been updated. Members of the Committee agreed that each staff member's Professional Development Plan should be further extended in line with the Council's Business Plan objectives together with personal and professional aspirations.

**It was RESOLVED that the Training Strategy be updated for 2017-18 to include reference to the Council's ethos and culture of ongoing training and development of its staff and Members; and, that the Strategy should acknowledge that each staff member's Professional Development Plan is linked to the Council's business objectives as well as their individual roles.**

### **550. 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.**

## 551. PENSIONS

Committee noted that the Clerk had completed a Declaration of Compliance and submitted this to The Pensions Regulator in order to meet the Council's obligations with regards to the auto-enrolment of eligible staff in to a qualifying pension scheme.

Employer and employee contributions for the LGPS to 31 March 2020 and Council's NEST schemes for 2017/18 were noted as follows:

Actual Pensionable Pay	NEST		LGPS	
	Employee %	Employer %	Employee %	Employer %
Up to £13,700	2	6	5.50	25
£13,701 to £21,400	2	6	5.80	25
£21,401 to £34,700	2	6	6.50	25
£34,701 to £43,900	2	6	6.80	25
£43,901 to £61,300	2	6	8.50	25
£61,301 to £86,800	2	6	9.90	25
£86,801 to £102,200	2	6	10.50	25
£102,201 to £153,300	2	6	11.40	25
£153,301 or more	2	6	12.50	25

**RESOLVED** that Council's Declaration of Compliance in respect of auto-enrolment; and, the LGPS employer contribution rates to 31 March 2020 be noted as received.

## 552. TOIL POLICY UPDATE

Members received an update on Time Off In Lieu (TOIL) hours and were pleased to note that total TOIL balance had remained significantly lower since the introduction of a policy in April 2016 to limit the amount of TOIL that was permitted to be accrued.

**RESOLVED** that the update on TOIL hours be noted as received with no further action deemed necessary.

## 553. STAFFING MATTERS

Committee considered the report on Staffing Matters. Further to the report the Clerk advised Committee that the Local Council's Award Scheme Panel had sought clarification as to whether the Staff Handbook, including the Health & Safety Policy and Equal Opportunities Policy, had been reviewed by the Committee in April 2016 when the TOIL Policy was adopted. It was recognised that, whilst all the policies contained in the handbook had been reviewed and re-adopted at that time, the wide-ranging review of all staff-related policies which had been requested had not progressed (*Minute #555 of 2015/16 refers*).

This project, relating to Council's Business Plan objective P3: *Consider what wider benefits the Town Council is able to offer staff in order to be considered an 'employer of choice'*, had been reprioritised when the staffing reorganisation project commenced. As the reorganisation project had been completed, Committee agreed that a full-scale review of all staffing policies, terms and conditions, and contractual arrangements should now be explored in order to achieve this objective.

**It was RESOLVED that:**

- i. it be confirmed to the Local Council's Award Scheme Panel that the Staff Handbook, and policies within, was reviewed and approved in April 2016 when the TOIL Policy was adopted;**
- ii. the Staff Handbook, and policies within, be re-adopted at this time with no changes with a further review due in April 2018; and**
- iii. in line with the Council's Business Plan objective P3, the Clerk, in consultation with Cllr K Williams, undertake a full-scale review of all staffing policies, terms and conditions, and contractual arrangements for further consideration by the Committee in due course.**

#### **554. TOWN CLERK'S APPRAISAL**

The Annual Appraisal for the Town Clerk was carried out and several objectives were discussed and agreed. Committee approved the Clerk's updated Professional Development Plan.

**It was RESOLVED that:**

- i. subject to his acceptance of an appropriate training agreement, the Town Clerk would be supported to achieve his updated Professional Development Plan objectives as proposed in the appraisal review for the years 2017-2020;**
- ii. Cllr K Williams would draft a training agreement document for the Members of the Committee to review;**
- iii. authority be delegated to the Mayor, in consultation with the other Members of the Committee, to approve the training agreement for signing by the Clerk; and,**
- iv. the Town Clerk's Appraisal document be finalised by the Mayor to include those objectives discussed and agreed for the following year.**

#### **555. CLOSURE**

The meeting was closed at 9.21pm. The next meeting was noted as having been scheduled for Wednesday 11 October 2017 at 4pm. Members requested that the time of future meetings be regularised and moved to 6pm.

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