

MINUTES of the **PERSONNEL COMMITTEE** meeting held at Felixstowe Town Hall
on **Wednesday 15 November 2017 at 6pm**

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

OFFICERS: Mr A Tadjrishi (Town Clerk)

359. APOLOGIES FOR ABSENCE

There were none.

360. DECLARATIONS OF INTEREST

There were none.

361. REQUESTS FOR DISPENSATION

There were none.

362. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Personnel Committee Meeting held on 12 April 2017 be signed by the Chairman as a true record.

363. MEMBER/OFFICER PROTOCOL

Committee reviewed the Council's Member/Officer Protocol which had been previously approved by Personnel Committee at its meeting of 22 October 2014.

It was RESOLVED that the Member/Officer Protocol be approved as presented with no changes and next reviewed in October 2020.

364. 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.

365. TOWN CLERK'S APPRAISAL: SIX MONTH REVIEW

The half-yearly appraisal review for the Town Clerk was carried out and progress against agreed objectives was discussed.

It was RESOLVED that the six-month appraisal review be confirmed as having been carried out with the next full appraisal scheduled to take place in April 2018.

366. STAFFING STRUCTURE AND BUDGET 2018/19

Members considered at confidential report on staffing structure and budget estimates for 2018/19. Salary scale point increases were approved as presented and it was agreed that the training budget be reappportioned for 2018-19 across the Administration, Town Hall and Cemetery cost-centres.

The salaries budget proposed for 2018/19 was agreed as follows:

Cost Centre	Budget 2018/19		
	Salaries	Employer National Insurance	Employer Pension Contributions
Administration	165,558	16,087	37,591
Town Hall	24,024	1,456	843
Walton	2,811	241	169
Broadway House	4,757	409	285
Cemetery	90,954	8,721	14,830
Allotments	16,051	1,539	2,617
Total	304,155	28,454	56,335

It was **RESOLVED** that Council be recommended to approve the salaries and training budget for the financial year 2018/19 as presented in the report.

367. STAFFING MATTERS: CONTRACT AND HANDBOOK

Committee considered the report on Staffing Matters. It was noted that, in accordance with the Committee's instructions, the Clerk and Cllr K William had undertaken a full-scale review of all staffing policies, terms and conditions, and contractual arrangements.

Members reviewed the new contracts, Personal Development Plan templates and draft staff handbook.

It was **RESOLVED** that:

- i. The new FTC Contract of Employment be approved;**
- ii. the current Staff Handbook, and policies within, be re-adopted at this time with no changes with a further review due in April 2018; and,**
- iii. the Clerk, in consultation with Cllr K Williams, be delegated the authority to consult with Council staff in order to implement the new contracts.**

368. CLOSURE

The meeting was closed at 7.20pm. The next meeting was noted as having been scheduled for Wednesday 11 April 2018 at 6pm.

Date: _____

Chairman: _____