

**MINUTES of the PERSONNEL COMMITTEE meeting held at Felixstowe Town Hall
on Wednesday 28 March 2018 at 5.30pm**

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

OFFICERS: Mr A Tadjrishi (Town Clerk)

564. APOLOGIES FOR ABSENCE

Received from **Cllr T Green**.

565. DECLARATIONS OF INTEREST

There were none.

566. REQUESTS FOR DISPENSATION

There were none.

567. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Personnel Committee Meeting held on 15 November 2017 be signed by the Chairman as a true record.

568. TRAINING STRATEGY 2018/19

Committee reviewed the Council's Training Strategy for 2018/19.

It was RESOLVED that the Training Strategy be approved as presented with no changes and next reviewed in April 2019.

569. 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.

570. STAFF HANDBOOK

Committee considered a draft Staff Handbook which had been revised further to address some suggestions made by Members to include other helpful information.

Members noted that that the Handbook was compliant with the Data Protection Act 1998 but that reference to the forthcoming General Data Protection Regulations (GDPR) would be required when this legislation came in to force in May 2018.

It was RESOLVED that, subject to further changes being incorporated to reflect the requirements of GDPR, the new Staff Handbook be approved; and, authority be delegated to the Town Clerk and Cllr K Williams to affect the changes and roll out to all staff alongside the new staff contracts.

571. STAFFING MATTERS

Committee considered the report relating to the Council's staffing structure following the retirement of the Planning Administration Officer.

In consideration of the forthcoming vacancy, Members discussed the need for a post that was able to support but not be wholly focused on the Council's role as a consultee to local planning applications.

A job description and terms for a Planning Administration Assistant role was considered and it was agreed that this role should be created and an opportunity be given for internal applications to be submitted for the role in the first instance. If an internal applicant was not appointed, it would then be advertised externally.

Subject to there being any further vacancy in the administration office as a result of the above, Members agreed that the Council should provide an opportunity for a Level 3 Business Administration Apprentice to join the team.

It was RESOLVED that:

- i. the post of Planning Administration Assistant be created on the basis of the terms and job description supplied, with the opportunity for internal candidates to apply in the first instance;**
- ii. subject to a further vacancy arising as a result of the above, a full-time, 2 year, Level 3 Business Administration Apprentice post be introduced at a starting wage of £7.05 per hour, with scope for further enhancements to be considered by Committee as the role progresses; and,**
- iii. the Clerk be delegated the authority to take the necessary actions in order to achieve the above objectives.**

572. TOWN CLERK'S APPRAISAL

The Annual Appraisal for the Town Clerk was carried out and several objectives were discussed and agreed.

It was RESOLVED that the Town Clerk's Appraisal document be finalised by the Mayor to include those objectives discussed and agreed for the following year.

573. CLOSURE

The meeting was closed at 6.45pm. The next meeting was noted as scheduled for Wednesday 10 October 2018 at 6pm.

Date: _____ Chairman: _____