



9 am to 4 pm Mondays to Fridays

TO ALL MEMBERS OF THE PERSONNEL COMMITTEE

Cllr N Barber (Chairman)
Cllr K Williams (Vice Chairman)
Cllr M Jepson

Cllr G Newman
Cllr M Richardson

You are hereby summoned to attend a meeting of the **PERSONNEL COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 9 October 2019** at **6pm** for the transaction of the following business:

A G E N D A

- 1. Apologies for Absence**
To receive any apologies for absence.
- 2. Declarations of Interest**
To receive any declarations of interest and to consider requests for dispensations from Members on matters in which they have a disclosable pecuniary interest.
- 3. Confirmation of Minutes**
To confirm the minutes of the meeting held on 10 April 2019 as a true record.
(Pages 3-4)
- 4. Pensions Auto-Enrolment Re-Declaration**
To note that the Town Council's re-declaration of compliance to The Pensions Regulator was completed by the Town Clerk on 4 October 2019 (deadline 31 March 2020).
- 5. Cycle to Work Scheme**
To consider recommending that Council joins the Government's Cycle to Work Scheme which was updated in June 2019.
- 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 instructed to withdraw.
- 7. Town Clerk's Appraisal: Six Month Review**
To review progress against agreed objectives. **(Confidential Report)**
- 8. Customer Services Apprentice Post**
To consider a future post for the Customer Services Apprentice on completion of their apprenticeship. **(Confidential Report)**

9. Staffing and Training Budget 2020/21

To consider the staffing and training budget for 2020/21 and make any necessary recommendations to Council. **(Confidential Report)**

10. Closure

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 8 April 2020 at 6pm.



Ash Tadjrishi
Town Clerk
4 October 2019

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

591. TRAINING STRATEGY 2019/20

Committee reviewed the Council's Training Strategy for 2019/20.

It was RESOLVED that the Training Strategy be approved as presented with no changes and next reviewed in April 2020.

592. 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.

593. 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.

594. CLOSURE

The meeting was closed at 7.30pm. The next meeting was noted as scheduled for Wednesday 9 October 2019 at 6pm.

AGENDA ITEM 5: CYCLE TO WORK SCHEME

The environmental benefits of a cycle to work scheme were considered by the Council's Climate Emergency Working Group and included on the Climate Emergency Action Plan to progress.

Although there may be personal, operational, health or weather-related reasons why employees may be unable or unwilling to cycle into work, most staff live within a short distance of the Town Hall or Cemetery and some have expressed an interest in a cycle to work scheme.

The Government's Cycle to Work initiative enables employees to make savings on new bikes and/or accessories, whilst the Council gets a healthier, more motivated workforce and enjoys significant National Insurance Contribution savings. There is no net cost to the Council for this scheme, although the Council would need to meet the initial purchase cost which is then recuperated from employees.

The employer buys the bikes and/or accessories at full retail price. The balance is then recovered from a reduction in the employees' gross wages (salary sacrifice). Through salary sacrifice, employees can expect to save a minimum of 25% on the retail cost of a bike whilst employers benefit from worthwhile National Insurance Contribution savings of up to 13.8%.

For tax and National Insurance purposes there is no limit on the value of the cycle and safety equipment you can provide to an employee.

Once the Hire Agreement is signed, and following a cooling-off period of 14-working days following collection of the goods, it is non-cancellable. This means that if an employee leaves or is made redundant from their employment during the hire period they are obliged to pay the remaining salary sacrifice amount in full from net pay i.e. without any tax exemptions. This reduces the risk to the Council.

The bike and/or accessories remain the property of the employer throughout the hire period and employees are expected to ensure the items are covered by suitable insurance.

At the end of the hire period the employee has a number of options: extend the hire period, pay any residual value of the bike or return it to the employer.

Guidance on the scheme is available online here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/808626/cycle-to-work-guidance.pdf

Committee is requested to consider the Government's Cycle to Work Scheme and any recommendation to Council.
