

**MINUTES of the PERSONNEL COMMITTEE meeting held  
online on Wednesday 28 July 2020 at 6pm**

**PRESENT:** Cllr M Jepson (Chairman)                      Cllr S Harkin  
                Cllr K Williams (Vice-Chairman)          Cllr D Savage  
                Cllr N Barber

**OFFICERS:** Mr A Tadjirishi (Town Clerk)

**159. PUBLIC QUESTIONS**

There were none.

**160. APOLOGIES FOR ABSENCE**

There were none.

**161. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr M Jepson	All	Local Non-Pecuniary (as a Member of East Suffolk Council)

As no Pecuniary declarations were made, there were no requests for dispensation.

**162. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Personnel Committee Meeting held on 9<sup>th</sup> October 2019 be signed by the Chairman as a true record.**

**163. TRAINING STRATEGY 2020/21**

Committee reviewed the Council's Training Strategy for 2020/21.

**It was RESOLVED that the Training Strategy be approved as presented with no changes and next reviewed in April 2021.**

**164. 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.**

#### **165. 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.**

#### **166. STAFFING UPDATE**

Members considered a confidential update on the Council's staffing situation since the coronavirus pandemic. Members were pleased to note that the Council had not required any staff to be furloughed since the beginning of lockdown. It was noted that a national review on local government pay had been concluded and, subject to confirmation by the National Joint Council, would be confirmed soon. The Clerk was asked to revise the 2020/21 staffing budget to take account of the Committee's recommendations and to incorporate this within a confidential report to the next full Council meeting for formal approval.

Committee formally recorded a vote of thanks to all Council staff for their hard work and dedication over the past few months.

**It was RESOLVED that Council be recommended to approve the salaries and training budgets for the financial year 2020/21 as presented in the report.**

#### **167. FINANCE ADMINISTRATION ASSISTANT**

Members noted that the Customer Services Apprentice had achieved a distinction at the conclusion of his formal apprenticeship and had applied for the Finance Administration Assistant post. The interview had taken place earlier in the day. The Clerk and the Vice-Chairman of the Committee reported on the positive interview and application process and commented on the professionalism of the Customer Services Apprentice.

Committee unanimously supported the decision to offer the permanent post of Finance Administration Assistant to the Customer Services Apprentice.

**RESOLVED that the appointment of the Finance Administration Assistant be noted.**

#### **168. CLOSURE**

The meeting was closed at 7.26pm. The next meeting was noted as being scheduled for Wednesday 7 October 2020 at 6pm.

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Date: \_\_\_\_\_

Chairman: \_\_\_\_\_