

Telephone: 01394 282086  
Fax: 01394 285920  
email: [enquiries@felixstowe.gov.uk](mailto:enquiries@felixstowe.gov.uk)

9 am to 4 pm Mondays to Fridays



TOWN HALL  
FELIXSTOWE  
SUFFOLK  
IP11 2AG

**TO ALL MEMBERS OF THE PERSONNEL COMMITTEE**

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

Cllr S Harkin  
Cllr D Savage

You are hereby summoned to attend a meeting of the **PERSONNEL COMMITTEE** to be held at **TOWN HALL, FELIXSTOWE**, on **Wednesday 6 October 2021 at 6pm.**

**Public Attendance**

Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend. Members of the public are invited to make representations or put questions to the Committee during the public session.

*There is a limit to the number of public attending in-person. If you wish to attend in person, please email [townclerk@felixstowe.gov.uk](mailto:townclerk@felixstowe.gov.uk) to confirm capacity.*

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**Ash Tadjrishi**  
**Town Clerk**  
**1 October 2021**

For information (via email): All Town Councillors

*Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity in its decision-making and Members are reminded to consider the Council's commitment to climate action.*

## **A G E N D A**

- 1. Public Question Time**  
Up to 15 minutes is set aside to allow members of the public (up to one minute each) to make representations or put questions to the Committee on any relevant matters.
- 2. Apologies for Absence**  
To receive apologies for absence.
- 3. 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.
- 4. Confirmation of Minutes**  
To confirm the minutes of the meeting held on 7 April 2021 as a true record.  
**(Pages 3-5)**
- 5. 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.
- 6. Town Clerk's Appraisal**  
To carry out the Town Clerk's Annual Appraisal. **(Confidential Report)**
- 7. Staffing Arrangements**  
To consider a report on Council's staffing arrangements and make any recommendations to Council. **(Confidential Report)**
- 8. Staffing and Training Budget 2022/23**  
To consider the staffing and training budget for 2022/23 and make any necessary recommendations to Council. **(Confidential Report)**
- 9. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 7 April 2021 at 6pm.

## **AGENDA ITEM 4: CONFIRMATION OF MINUTES**

**MINUTES** of the **PERSONNEL COMMITTEE** meeting held  
**ONLINE** on **Wednesday 7 April 2021** at **6pm**

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

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

### **569. PUBLIC QUESTIONS**

Apologies were received from **Cllr N Barber**.

### **570. APOLOGIES FOR ABSENCE**

None.

### **571. 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.

### **572. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Personnel Committee Meeting held on 27<sup>th</sup> March 2021 be signed by the Chairman as a true record.**

### **573. MEMBER/OFFICER PROTOCOL**

Committee reviewed the Member/Officer Protocol. Members agreed that the Protocol remained relevant and fit for purpose and should therefore be readopted without any changed.

**RESOLVED that the Member/Officer Protocol be readopted as presented with no changes.**

### **574. 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.**

#### **575. STAFF RECRUITMENT**

Committee considered the update report on recruitment to three new vacancies at the Town Council.

It was noted that the vacancies were live on the Town Council's website and had been advertised on the national apprenticeships website, via Suffolk College, in the Flyer and via social media. The Clerk reported that a high proportion of interest was being received through paid advertising with Facebook. Requests for applications for each of the posts were being received and the closing date for completed applications was 8am on Monday 19th April.

The Clerk invited Members to participate in the shortlisting process. Cllr Savage and Cllr Williams offered to participate in the interview process, subject to availability. Interviews would be conducted in a covid-secure manner.

**It was RESOLVED that the staff recruitment update report be noted, and the Clerk to liaise with Cllrs Savage and Williams on the interview arrangements, once shortlisting had taken place.**

#### **576. STAFFING MATTERS**

Committee considered a report on staffing matters. It was noted that the shielding staff member had taken up the option of being furloughed until 30 September 2021.

**RESOLVED that the report on staffing matters be noted.**

#### **577. STAFF HANDBOOK AND POLICIES**

Committee considered a report on the Staff Handbook and associated staffing policies.

Members discussed the need to ensure policies supported new and future working practices resulting from the impact of coronavirus.

**It was RESOLVED that the Clerk, in consultation with Cllr K Williams, review the Staff Handbook and association staffing policies, having regard to relevant legislation and updated working practices as a result of the coronavirus, and bring proposals to the next Committee meeting for formal consideration and approval.**

#### **578. CLOSURE**

The meeting was closed at 7.10pm. The next meeting was noted as being scheduled for Wednesday 6 October 2021 at 6pm.