

**MINUTES of the PERSONNEL COMMITTEE meeting held at
FELIXSTOWE TOWN HALL on Wednesday 6 April 2022 at 6pm**

PRESENT: Cllr M Jepson (Chairman)
Cllr N Barber

Cllr S Harkin
Cllr D Savage

OFFICERS: Mr A Tadjrishi (Town Clerk)

IN ATTENDANCE: Cllr K Williams (*via Zoom*)

455. PUBLIC QUESTIONS

None.

456. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr K Williams**.

457. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
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.

458. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Personnel Committee Meeting held on 6th October 2021 be signed by the Chairman as a true record.

459. 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.

460. STAFFING MATTERS

Committee considered a report on staffing matters. The health issue of a staff member and their potential long-term sickness absence was noted.

RESOLVED that the report on staffing matters be noted.

461. UPDATED STAFF HANDBOOK AND CONTRACT OF EMPLOYMENT

The Staff Handbook and standard employment contract was reviewed with all suggested updates agreed.

RESOLVED that the updated Staff Handbook and standard contract of employment be approved and adopted. The Clerk would issue the Staff Handbook to all Council staff.

462. TOWN CLERK'S APPRAISAL: SIX MONTH REVIEW

The six-month review of the Town Clerk's Appraisal was carried out and progress against agreed objectives were discussed and noted.

It was RESOLVED that the six-month review of the Town Clerk's Appraisal be noted as carried out.

463. CLOSURE

The meeting was closed at 8.15pm. The next meeting was noted as being scheduled for Wednesday **5 October** 2022 at 6pm.

Date: _____

Chairman: _____