

**MINUTES of a PERSONNEL COMMITTEE MEETING held at TOWN HALL,
Felixstowe, on Wednesday 5 April 2023 at 6pm**

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

OFFICERS: Mr A Tadjrishi (Town Clerk)

485. PUBLIC QUESTION TIME

None.

486. APOLOGIES FOR ABSENCE

None.

487. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr M Jepson Cllr M Richardson	All	Non-Pecuniary (as Members of East Suffolk Council)

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

488. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Personnel Committee meeting held on 12 October 2022 be confirmed as a true record.

489. 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.

490. STAFFING ARRANGMENTS

Committee considered a confidential report on some proposed changes to the staffing structure and the terms and conditions of staff, in advance of the forthcoming retirement of the Council's Cemetery Supervisor in May 2023.

It was noted that the proposals, enabled resources to be redeployed to create a new apprenticeship role within in the Grounds Team and a re-establishment of a part-time caretaker position.

It was also noted that the revised structure offered a modest cost-saving to Council against the approved 2023-24 budget.

RESOLVED that the revised staffing structure with its commensurate changes to staff terms and conditions on retirement of the Cemetery Supervisor be approved; and the Job Descriptions and Person Specifications for the posts of Grounds Maintenance Apprentice and part-time Caretaker be approved.

491. 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.

492. CLOSURE

The meeting was closed at 7.37pm. It was noted that the next meeting was scheduled to take place on Wednesday 4 October 2023 at 6pm.

Date: _____

Chairman: _____