

Telephone: 01394 282086
Fax: 01394 285920
email: 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 S Harkin (Chairman)
Cllr K Williams (Vice Chairman)
Cllr M Jepson

Cllr M Richardson
Cllr D Savage

You are hereby summoned to attend a meeting of the **PERSONNEL COMMITTEE** to be held at **TOWN HALL, FELIXSTOWE**, on **Wednesday 12 October 2022 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, which may be further affected by coronavirus guidance. If you wish to attend in person, please email townclerk@felixstowe.gov.uk to confirm capacity.

Public are very welcome join via Zoom using the following link:

<https://us02web.zoom.us/j/82769486775>

Alternatively, you may join via the meeting ID 828 9251 3980 or over the telephone by calling 0131 460 1196.

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.



The Council kindly asks that anyone planning to attend the meeting in-person to consider car-sharing or low-carbon modes of transport to the Town Hall.

Ash Tadjrishi
Town Clerk
7 October 2022

For information (via email): All Town Councillors.

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 20 July 2022 as a true record.
(Pages 3-4)
- 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 2023/24**
To consider the staffing and training budget for 2023/24 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 5 April 2023 at 6pm.

absence and Members reviewed the terms and conditions for several Council staff.

Members noted the continued hard-work and dedication of the Council's staffing team and the increased duties of a member of the Council's grounds team.

The ending of a staff member's fixed-term contract and possibility of offering a permanent role was also discussed.

It was RESOLVED that:

- i. the report on staffing matters be noted;**
- ii. the Town Clerk be delegated the authority, in consultation with the Vice-Chairman Cllr K Williams, to seek an Occupational Health Report to support the staff member on long-term sick leave and take any actions deemed appropriate on receipt of the report;**
- iii. to delegate authority to the Town Clerk to commit expenditure from the Staffing Earmarked Reserve in respect of 131ii above; reporting back to the Personnel Committee in October;**
- iv. a permanent post of Grounds Maintenance Assistant on the NJC Scale 17-23 be offered to the staff member on the completion of their fixed-term contract;**
- v. the terms and conditions of Council's lowest-paid staff be brought in-line with that of the caretaker's role to NJC Scale 17-23; and,**
- vi. one of the Council's Grounds Maintenance Assistants be recognised as Grounds Maintenance Supervisor, on the NJC Scale 24-28.**

132. CLOSURE

The meeting was closed at 6.38pm. It was noted that the next meeting was scheduled to take place on Wednesday 5 October 2022 at 6pm.
