

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 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 20 July 2022 at 5.30pm**.

### 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](mailto: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**  
**15 July 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 6 April 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. Staffing Matters**  
To consider a report on Council staffing matters and make any decisions deemed necessary.  
**(Confidential Report)**
- 7. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 5 October 2022 at 6pm.

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

**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**

<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.

### **458. CONFIRMATION OF MINUTES**

**It was RESOLVED** that the **Minutes of the Personnel Committee Meeting held on 6<sup>th</sup> 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.