

**MINUTES of a PERSONNEL COMMITTEE MEETING held at TOWN HALL,  
Felixstowe, on Wednesday 3 April 2024 at 6pm**

**PRESENT:** Cllr S Bennett (Chairman)  
Cllr M Deacon (Vice-Chairman) Cllr D Rowe  
Cllr S Harkin Cllr M Sharman

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

**495. PUBLIC QUESTION TIME**

None.

**496. APOLOGIES FOR ABSENCE**

None.

**497. DECLARATIONS OF INTEREST**

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bennett Cllr M Deacon	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bennett	All	Other registerable interests (as a Member of Suffolk County Council)

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

**498. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Personnel Committee meeting held on 17 October 2023 be confirmed as a true record.**

**499. 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.**

## **500. STAFFING ARRANGMENTS**

The Clerk updated Committee on staffing arrangements.

It was agreed that a staff member's request to reduce their hours from 30 to 25 per week should be approved and to take effect from 1 June 2024.

It was noted that the Clerk had reassessed all staff for pension auto-enrolment and that the Council was currently compliant with all staff members meeting the threshold and eligibility criteria for auto-enrolment having been enrolled in a qualifying pension scheme. *(Note: the redeclaration to the Pensions Regulator was originally made on 1 November 2022).*

The long-term health situation of a staff member was noted. Committee agreed that the Clerk should consult with the staff member on how they may be supported in any possible return to work and report back to the Committee in due course.

### **RESOLVED that:**

- i. a staff member's request to reduce their hours from 30 to 25 per week should be approved and to take effect from 1 June 2024;**
- ii. it be noted that the Clerk had reassessed all staff for pension auto-enrolment and that the Council was currently compliant with all staff members meeting the threshold and eligibility criteria for auto-enrolment having been enrolled in a qualifying pension scheme; and,**
- iii. in respect of a staff member with a long-term health condition, the Clerk would consult with the staff member on how they may be supported in any possible return to work and report back to the Committee in due course.**

## **501. 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.**

## **502. CLOSURE**

The meeting was closed at 19.33pm. It was noted that the next meeting was scheduled to take place on Wednesday 2 October 2024 at 6pm.

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Date: \_\_\_\_\_

Chairman: \_\_\_\_\_