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9 am to 4 pm Mondays to Fridays



TOWN HALL
FELIXSTOWE
SUFFOLK
IP11 2AG

TO ALL MEMBERS OF THE PERSONNEL COMMITTEE

Cllr S Bennett (Chairman)
Cllr M Deacon (Vice Chairman)
Cllr S Harkin

Cllr D Rowe
Cllr M Sharman

You are hereby summoned to attend a meeting of the **PERSONNEL COMMITTEE** to be held at **TOWN HALL, FELIXSTOWE**, on **Wednesday 17 October 2023** at **5pm**.

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. 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
12 October 2023

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 three minutes 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 any requests for dispensations from Members on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.
- 4. Confirmation of Minutes**
To confirm the minutes of the meeting held on 5 April 2023 as a true record.
(Pages 3-4)
- 5. Motion: Annual Leave**
To consider the Motion of Cllr D Rowe submitted in accordance with Standing Order 9.
(Page 5)
- 6. Mental Health and Wellbeing Policy**
To consider adopting a Mental Health and Wellbeing Policy.
(draft policy at Appendix A)
- 7. 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.
- 8. Town Clerk's Appraisal**
To carry out the Town Clerk's Annual Appraisal. **(Confidential Report)**
- 9. Staffing Arrangements**
To consider a report on Council's staffing arrangements. **(Confidential Report)**
- 10. Staffing and Training Budget 2024/25**
To consider the staffing and training budget for 2024/25 and make any necessary recommendations to Council. **(Confidential Report)**
- 11. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 5 April 2023 at 6pm.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

**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 Planning & Environment Committee meeting held on 12 October 2023 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 ARRANGEMENTS

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.

AGENDA ITEM 5: MOTION: ANNUAL LEAVE

To consider the following Motion of Councillor David Rowe:

The excellent and dedicated work of the Council's staff team is acknowledged by the Council. In recognition of Council's appreciation for the excellent service the staff have provided to the residents of Felixstowe and to Councillors over the past few years, in at times very challenging circumstances, this Council resolves that all staff will have 2 days (pro rota for part time) annual leave added to their leave entitlement for the year 24/25.

Proposed by Councillor D Rowe
Seconded by Councillor M Deacon

Committee is requested to consider the Motion.