

**MINUTES of a PERSONNEL COMMITTEE MEETING held at TOWN HALL,  
Felixstowe, on Wednesday 2 April 2025 at 4.30pm**

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

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

**482. PUBLIC QUESTION TIME**

None.

**483. APOLOGIES FOR ABSENCE**

None.

**484. 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.

**485. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Personnel Committee meeting held on 2 October 2024 be confirmed as a true record.**

**486. STAFFING POLICIES**

Committee reviewed several staffing-related policies, including a new *Safeguarding Policy*, and noted the requirement to adopt a formal *Sexual Harassment Policy* in line with the *Worker Protection (Amendment of Equality Act 2010) Act 2023*, which came into effect on 26 October 2024.

The following amendments to the Staff Handbook were reviewed and approved:

- Code of Conduct – Additional guidance on conflicts of interest and appropriate social media use.
- Disciplinary & Grievance Procedures – Updated in line with ACAS guidance.
- Leave & Absence – Updated provisions for compassionate leave.
- Council Operating Policies – Inclusion of reference to the new Sexual Harassment Policy.
- Dress Code – Relaxation of rules and guidance on Council-issued clothing.
- Pensions – Updated to reflect the Local Government Pension Scheme (LGPS) as the Council's sole provider.
- Other Minor Updates – Formatting improvements, updated terminology, and procedural clarifications.

The following amendments to the Lone Worker Policy were reviewed and approved:

- Risk Assessments: Strengthened processes and requirement for periodic reviews.
- Communication Measures: Enhanced check-in protocols and emergency contact guidance.
- Reporting Procedures: Clearer escalation routes for lone-working incidents.
- Minor Adjustments: General language and formatting improvements for clarity.

The following amendments to the new Safeguarding Policy were reviewed and approved:

- Reporting Framework: More detailed guidance on escalation procedures.
- Roles & Responsibilities: Clarification of safeguarding officers' duties and expectations for all staff.
- Training Requirements: Increased emphasis on mandatory and refresher training.
- Procedural Adjustments: Improved instructions on handling allegations and referrals.
- General Updates: Legal and language refinements for consistency and compliance.

**It was RESOLVED that the Staff Handbook and associated staffing policies be updated and adopted as discussed.**

#### **487. 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.**

**488. STAFFING ARRANGMENTS**

The Committee considered a staffing matter referred by the Mayor and agreed appropriate arrangements to support the continued wellbeing of staff.

**RESOLVED that the report be noted and that the second option outlined therein be enacted. Accordingly, adjustments would be made to certain contact arrangements with appropriate internal support and delegation put in place as required.**

**489. 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.**

**490. CLOSURE**

The meeting was closed at 18.22pm. It was noted that the next meeting was scheduled to take place on Wednesday 1 October 2025 at 6pm.

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

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