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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 D Rowe (Chairman)
Cllr C Franklin (Vice-Chairman) Cllr M Deacon
Cllr S Bennett Cllr M Sharman

You are hereby summoned to attend a meeting of the **PERSONNEL COMMITTEE** to be held at **TOWN HALL, FELIXSTOWE**, on **Friday 19 July 2024 at 12pm**.

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
15 July 2024

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, other registerable or non-registerable interest.

4. Confirmation of Minutes

To confirm the minutes of the meeting held on 3 April 2024 as a true record.

(Pages 3-5)

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 – to follow)

7. Closure

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 2 October 2024 at 6pm.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

**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:

Member(s)	Minute No.	Nature of Interest
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.