

**MINUTES of a PERSONNEL COMMITTEE MEETING held at TOWN HALL,
Felixstowe, on Wednesday 1 April 2026 at 4.30pm**

PRESENT: Cllr C Franklin (Chairman) Cllr M Deacon
 Cllr D Aitchison Cllr D Rowe

OFFICERS: Mr A Tadjrishi (Town Clerk)

470. PUBLIC QUESTION TIME

None.

471. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr M Sharman**.

472. 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 M Deacon | All | Other registerable interests (as a Member of East Suffolk 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.

473. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Personnel Committee meeting held on 1 October 2025 be confirmed as a true record.

474. 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.

475. STAFFING ARRANGEMENTS

Committee received and considered a report regarding the potential implementation of an Employee Assistance Programme (EAP) to support the mental, physical, and financial wellbeing of Council staff and councillors.

Members reviewed the market research conducted by Enlighten and evaluated the four tiers of cover presented, noting the importance of providing professional, confidential support to complement existing internal policies.

Following a discussion on the benefits of a pilot scheme to assess uptake and service value, it was RESOLVED that:

- i. a 12-month pilot programme with Health Hero EAP at an annual cost of £741.00 (plus VAT) be implemented; and,**
- ii. funding for this pilot shall be drawn from the Staffing Earmarked Reserve.**

476. TOWN CLERK'S APPRAISAL

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.

477. CLOSURE

The meeting was closed at 5.13pm. It was noted that the next meeting was scheduled to take place on Wednesday 1 October 2026 at 4.30pm.

Date: _____

Chairman: _____