MINUTES of a **PERSONNEL COMMITTEE MEETING** held at **TOWN HALL, Felixstowe,** on **Wednesday 7 October 2026** at **4pm**

PRESENT: Cllr D Aitchison (Chair)
Cllr D Rowe (Vice-Chair)
Cllr M Sharman

OFFICERS: Mr A Tadjrishi (Town Clerk)

198. PUBLIC QUESTION TIME

None.

199. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr C Franklin**.

200. DECLARATIONS OF INTEREST

There were none.

201. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Personnel Committee meeting held on 1 April 2026 be confirmed as a true record.

202. STAFF HANDBOOK AND HR POLICY REVIEW

The Committee considered the review of the Council's Staff Handbook and associated HR policies in light of changes to employment legislation, including the Employment Rights Act 2025, and current employment practice.

The Town Clerk outlined the principal areas requiring updating, including statutory sick pay, paternity and parental leave, holiday records, sexual harassment, disciplinary and performance procedures, grievance arrangements, equality, flexible working, whistleblowing and other statutory leave. Members supported a coordinated programme of revisions to ensure the Council's employment documentation remained current, consistent and appropriate, avoiding unnecessary duplication and reducing the risk of provisions becoming outdated as legislation changed.

It was noted that the work would be undertaken primarily within existing staff resources, with specialist HR or legal advice only obtained where necessary and within existing budgets and delegated financial authority. Any proposed changes materially affecting established employment policies or terms and conditions would be referred to Committee for consideration.

It was RESOLVED that:

i. **the review of the Staff Handbook and associated HR policies be noted;**

ii. **the Town Clerk be authorised to undertake and implement the necessary revisions to the Handbook and associated policies, guidance, forms and administrative arrangements, including the priority areas identified in the report;**

iii. **the Town Clerk be authorised, in consultation with the Chair, to obtain specialist HR or legal advice where reasonably necessary, within existing budgets and delegated financial authority; and,**

iv. **a consolidated suite of revised staffing policies and associated documents be brought back to the Committee for consideration early in the new year.**

203. EXCLUSION OF PRESS AND PUBLIC (STAFFING MATTERS)

It was agreed that, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public should be excluded for the following item due to the confidential nature of the business to be transacted.

It was RESOLVED that the Press and Public be excluded and instructed to withdraw.

204. TOWN CLERK'S APPRAISAL

The Committee undertook the Town Clerk's annual appraisal, discussing and agreeing objectives for the forthcoming year.

It was RESOLVED that the Town Clerk's appraisal document be finalised by the Mayor to include the objectives discussed and agreed.

205. STAFFING AND TRAINING BUDGET 2027/28

The Committee considered the proposed staffing and training budgets for 2027/28, including projected staffing costs for the current financial year, the agreed 2026/27 NJC pay settlement, anticipated staff progression, employer National Insurance contributions and Local Government Pension Scheme contributions.

Members considered the position of two employees approaching State Pension Age during the current financial year. As neither had formally notified the Council of retirement, the draft estimates retained full provision for both posts. It was agreed that the Town Clerk would consult the relevant employees about their intentions and report back to the Committee so that any potential changes to the staffing structure could be considered before the 2027/28 financial year.

Members considered the provision for the next national pay award and agreed that the budget should allow for a 3.5% increase in salaries, rather than the 3.0% provision presented in the report. The proposed salary scale point changes were approved as presented, and the staffing budgets were updated accordingly.

The revised staffing budget estimates for 2027/28 were as follows:

Cost Centre	**Budget Estimates 2027/28**		
	Salaries (£)	**Employer National Insurance (£)**	**Employer Pension Contributions (£)**
Administration	281,857	37,029	47,916
Town Hall	30,364	3,580	5,162
Walton	6,073	716	1,032
Broadway House	10,277	1,212	1,747
Cemetery	132,626	17,269	22,546
Allotments	28,420	3,700	4,831
Parks	28,420	3,700	4,831
Total	**518,037**	**67,206**	**88,066**

The proposed training budget totalled £4,000, comprising £1,500 for Administration, £500 for Town Hall and £2,000 for the Cemetery.

It was RESOLVED that:

i. **the Town Clerk consult the relevant employees approaching State Pension Age regarding their future intentions and report back to the Committee on any implications for the staffing structure;**

ii. **the salary scale point changes be approved as presented;**

iii. **the revised staffing budget estimates, incorporating a 3.5% provision for the 2027/28 national pay award, be recommended to Council for approval; and**

iv. **the training budget of £4,000 for 2027/28 be recommended to Council for approval.**

206. CLOSURE

The meeting closed at 5.00pm. It was agreed that an additional meeting would be held at 5.00pm on Wednesday 10 February 2027, with the next scheduled meeting taking place at 4.00pm on Wednesday 7 April 2027.

Date: _____ Chairman: _____