Lowestoft Town Council Personnel Committee

For the attention of all Committee Members

You are summoned to attend a Meeting of the Lowestoft Town Council Personnel Committee at Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE, as specified in the attached agenda.

The meeting is open to the public and press to attend and those attending the meeting shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items.

Councillors must register relevant interests and also declare them at a meeting if they have such an interest in a matter to be considered. Under the Localism Act 2011 a councillor with a disclosable pecuniary interest in a matter on the Agenda cannot take part or vote on that matter, unless they have been granted a dispensation. Under the Council’s Code of Conduct a councillor must leave the meeting room if they have such an interest, unless they have been granted a dispensation. There may be other interests or matters in which councillors might be considered to be biased or predetermined, and will need to consider whether they should leave the room.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

S S Bendix

Shona Bendix, Clerk
21 June 2018
Lowestoft Town Council
Meeting of the Personnel Committee
Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
14:00 on Thursday 21 June 2018

AGENDA

It is anticipated that the entire session will be confidential following item 83

77. Election of the Chair

78. Welcome
   To welcome to meeting, explain the fire evacuation procedure and remind councillors and
   members of the public that in the interests of openness and transparency, the law permits filming,
   recording or other means of reporting of meetings.

79. To receive and consider acceptance of apologies for absence

80. Declarations of Interests and dispensations
   a) To receive Declaration of Disclosable Pecuniary and Non-Pecuniary Interests from councillors on
      items on the Agenda
   b) To receive and consider written requests for dispensations for Disclosable Pecuniary Interests
   c) To note any dispensations previously granted

81. To consider the accuracy of the Minutes
   a) 12 December 2017
   b) 19 December 2017

82. Public Forum
   An opportunity for the public to make comments on any matters on this agenda

83. To review and adopt delegated authority, committee and agency arrangements
   83.a To elect a Vice Chair of the Personnel Committee
   83.b To consider the Terms of Reference including composition for the Personnel Committee
   83.c To review Sub-Committees and Working Groups, scope, composition and any delegations

84. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded
    from the Meeting on the grounds that publicity would be prejudicial to public interest by reason of
    the confidential nature of the business to be transacted, namely employment matters relating to
    staff.
   84.a To consider staff policies
   84.b To consider the staffing structure
   84.c To note staff appraisals and training requirements
   84.d To consider staff terms and conditions

85. Date of the next meeting

86. Items for the next Agenda