

# Lowestoft Town Council Personnel Committee

For the attention of all Committee Members

You are summoned to attend an Extraordinary Meeting of the Personnel Committee of Lowestoft Town Council at 14:00 on 1 December 2022, at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE.**

**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. Comments can also be submitting regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via the following link: <https://us02web.zoom.us/j/88535458105>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/2nSZTh4MKhY>.

*In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. Members of the public accept that their name may be noted and recorded at the meeting. However, their contact details will not be noted and reported publicly.*

Councillors must register relevant interests and 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 **relevant interests** in matters on the Agenda cannot take part or vote on those matters, 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 in which case they 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.

To help prevent the spread of infectious diseases, all attendees should consider the safety of others, make their own risk assessment of the advisability of attending and consider measures they should take to ensure their own safety.

*S. Barker*

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Cllr Sonia Barker, Chair  
28 November 2022

**Lowestoft Town Council**  
**Extraordinary Meeting of the Personnel Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**14:00 on 1 December 2022**

**AGENDA**

- 56. Welcome**  
To explain the fire evacuation procedure, welcome the meeting, and remind Councillors and members of the public of the right to report.
- 57. To receive and consider approval of apologies for absence**
- 58. Declarations of Interests and dispensations**
  - 58.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the Agenda.
  - 58.2. To consider written requests for dispensations for interests and note dispensations granted
- 59. To consider the draft minutes and confidential note of the Extraordinary Meeting on 20 October 2022**
- 60. Public forum**  
An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public.
- 61. To review the Terms of Reference of the Personnel Committee, including to review and consider implementation of the following responsibilities:**
  - 61.1. Overseeing the recruitment process of the Clerk and making recommendations on appointment, terms and contractual matters to the Council for all staffing
  - 61.2. Ensuring that suitable HR arrangements and insurances have been reviewed and established
  - 61.3. Establishing and reviewing the performance management system (including annual appraisals) and the training and development policy for councillors and staff
  - 61.4. Oversee any process leading to dismissal of staff (including redundancy) (the final decision regarding dismissal is a responsibility of Full Council)
- 62. To progress the recruitment of the following positions:**
  - 62.1. Asset Manager Officer
  - 62.2. An apprentice
- 63. To consider progressing Councillor Mental Health First Aid training**
- 64. To consider the draft Councillor Mental Health and Wellbeing Policy**
- 65. To review the Flexible Working Policy and flexible working trial**
- 66. To consider whether to introduce a vehicle allowance with effect from 2023 – 2024, for all staff who use their own vehicles for work purposes**
- 67. To consider future staffing (some aspects may be confidential)**
- 68. To consider the information to be provided with salary publication**
- 69. To consider the process for staff reward and recognition**
- 70. To consider succession planning**

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71. **To note that appraisals have taken place (some aspects may be confidential)**
72. **Date of the next meeting**  
2 February 2023 18:00
73. **Items for the next agenda and close**
74. **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 any legal issues or employment matters relating to items on this agenda, including the following:**
  - 74.1. Any employment matters relating to items on this agenda, including those above as required