

**Lowestoft Town Council**  
**Extraordinary Meeting of the Personnel Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**13:00 on 4 January 2024**

**MINUTES**

**Present:** Cllrs Sonia Barker, Wendy Brooks, Jen Jones, Christian Newsome (Chair), Graham Parker, Keith Patience, Andy Pearce and Elise Youngman

**In attendance:** Sarah Foote (Deputy Clerk) and Lauren Elliott (Project and Committee Clerk)

**Public:** There were no members of the public in attendance

**78. Welcome**

The fire evacuation procedure and public right to report were explained and the meeting was welcomed.

**79. Apologies for absence**

There were no apologies received and all Committee members were in attendance.

**80. Declarations of Interests and dispensations**

80.1. Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda – Cllr E. Youngman declared she works for the company which currently cleans some of the Town Council’s public conveniences. The Councillors in attendance who are also members of East Suffolk Council would make a declaration if any relevant matters arise.

80.2. Written requests for dispensations for interests and note dispensations granted – There were none.

**81. The draft minutes and confidential note of the meeting on 7 December 2023**

Cllr Pearce proposed approval of the minutes and confidential note; seconded by Cllr Brooks; all in favour.

**82. Public forum**

No advance comments had been received and no members of the public were in attendance.

**83. The Deputy Mayor’s completion of appraisals training**

This was noted.

**84. Responsibilities, a job specification and salary range for the cleaning of public conveniences, and making a recommendation to Full Council on whether or not to proceed (some aspects may be confidential)**

To be considered during the confidential session.

**85. The recruitment process and timetable for the appointment of an Asset Management Officer (some aspects may be confidential)**

Full Council had provisionally approved this, subject to availability, on the basis that recruitment would take place halfway through the year. The financials would be considered by the Budget and Loan Sub-Committee, and it was agreed that the starting point would be to review the job specification.

**86. The Town Clerk’s 2022 – 2023 and 2023 – 2024 appraisals (confidential)**

To be considered during the confidential session. The Deputy Clerk advised she had circulated information to the Committee via email.

**87. Terms and conditions of staff (confidential), including the following:**

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To be considered during the confidential session.

87.1. Staff sickness absence, cover arrangements, and next steps

87.2. The policy relating to staff sickness absence

87.3. The process for reviewing officer delegations

87.4. The staffing structure

87.5. Staff terms and conditions

**88. An update from the Clerk on any staffing issues (confidential)**

To be considered during the confidential session.

**89. Date of the next meeting**

1 February 2024 13:00.

**90. Items for the next agenda and close**

Cllr Brooks asked for an item to be a review of the Code of Conduct.

Members were advised to send any requests to the office.

Cllr E. Youngman proposed to move the meeting into confidential session; seconded by Cllr Pearce; all in favour.

**91. Resolution to close the meeting to the public:**

91.1. Any employment matters relating to items on this agenda, including those above as required:

84. Responsibilities, a job specification and salary range for the cleaning of public conveniences, and making a recommendation to Full Council on whether or not to proceed (some aspects may be confidential) –

*Cllr E. Youngman temporarily left the meeting 13:08 for the consideration of this item*

Current arrangements for the cleaning of public conveniences were discussed. Cllr Brooks made a proposal following this and made an amendment at the request of Cllr Pearce for a proposal to be drawn up by officers, for consideration at the next Personnel Committee meeting. Cllr Pearce seconded the proposal and all Councillors voted in favour.

*Cllr E. Youngman returned 13:25*

86. The Town Clerk's 2022 – 2023 and 2023 – 2024 appraisals (confidential) –

*The Project and Committee Clerk left the meeting 13:26 for the consideration of this item*

It was noted that all staff appraisals should be completed between April and November including the Town Clerk's and a briefing should be provided to the November Personnel Committee each year which confirms this. Cllr Brooks proposed that the appraiser's appraisal should always take place before they carry out appraisal of any staff reporting into them. Seconded by Cllr Pearce and unanimously agreed.

87.2. The policy relating to staff sickness absence - It was noted that the current policy relating to sickness absence was contained within existing contracts of employment.

87.3. The process for reviewing officer delegations - It was noted that all existing delegations to Officers lapse each year at the Annual General Meeting and had previously been renewed on block. It was proposed by Cllr Pearce, seconded by Cllr Parker and unanimously agreed that a recommendation be made to Full Council that officers confirm which delegations are required to effectively work in the 2024/2025 Council year by renewing existing or proposing additional ones. This process should be the annual review basis for delegations. Cllr Patience asked that when the delegation list is submitted to Full Council for acceptance all Councillors should sign to acknowledge they have read the list of delegations.

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87.4. The staffing structure - The proposed and agreed three tier staffing structure should be a standing agenda item for future meetings in order for the Committee to make recommendations to Full Council for its implementation.

At 14.10 the meeting was paused for ten minutes for a comfort break.

*Cllrs Jones and E.Youngman left the meeting 14:43*

At 15.01 it was proposed by Cllr Pearce, seconded by Cllr Newsome and unanimously agreed to suspend Standing Orders for 15 minutes in order for business to be concluded. At this point in the meeting, Cllr Patience left.

87.5. Staff terms and conditions – There was a confidential discussion relating to staff terms and conditions. This would be further considered by the Personnel Committee.

Signed: .....  
1 February 2024