

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 13:00 on 1 February 2024, at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE.**

The meeting is held in accessible premises and open to the public and press to attend.

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/83781586376>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/KSfhm5ZF-KY>.

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.

C. Newsome

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Cllr Christian Newsome, Chair
25 January 2024

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

AGENDA

92. Welcome

To explain the fire evacuation procedure, welcome the meeting, and remind Councillors and members of the public of the right to report.

93. To receive and consider approval of apologies for absence

94. Declarations of Interests and dispensations

94.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda

94.2. To consider written requests for dispensations for interests and note dispensations granted

95. To consider the draft minutes and confidential note of the meeting on 4 January 2024

96. 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.

97. To appoint the Deputy Chair of the Personnel Committee

98. To consider an amendment to the Appraisals Guidance to implement the three-tier staffing structure

99. To consider responsibilities, a job specification and salary range for the cleaning of public conveniences, and to make a recommendation to Full Council on whether or not to proceed (some aspects may be confidential)

100. To consider job specification, advertisement and recruitment timetable for the following:

100.1. Grounds Maintenance Operatives

100.2. Workshop Operative

100.3. Asset/Facilities Management Officer

101. To consider costs and implementation of in-house payroll provision

102. To consider matters relating to the terms and conditions of staff (confidential)

103. To receive an update from the Acting Town Clerk on any staffing issues (confidential):

103.1. Staff reviews

103.2. Staff absence, cover arrangements and financial considerations

103.3. Completion of training

103.4. Recruitment of Seasonal Workers

104. To consider making a recommendation to Full Council on a regular meeting schedule for this Committee

105. Date of the next meeting

7 March 2024 13:00 – To be confirmed

106. Items for the next agenda and close

107. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be

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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:

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