

# 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 23 November 2023, 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/86296337310>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/UgkmZfVlik4>.

*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.

*A. Green*

.....  
Cllr Alan Green, Chair  
17 November 2023

**Lowestoft Town Council**  
**Extraordinary Meeting of the Personnel Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**13:00 on 23 November 2023**

**AGENDA**

**46. Welcome**

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

**47. To receive and consider approval of apologies for absence**

**48. Declarations of Interests and dispensations**

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

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

**49. To consider the draft minutes and confidential note of the meeting on 7 September 2023**

**50. 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.

**51. To review the following policies:**

51.1. Code of Conduct

51.2. Complaints Procedure

51.3. Data Protection Policy

51.4. Data Retention Policy

51.5. Disciplinary Procedure

51.6. Equality and Diversity Policy

51.7. Grievance Procedure

51.8. Health and Safety Policy

51.9. Incident Reporting Procedure

51.10. Lone Working Policy

**52. To note the application of the Real Living Wage to the 2024 – 2025 budget**

**53. To consider staffing requests around the cleaning of public conveniences**

**54. To receive an update from the Clerk on any staffing issues (confidential)**

**55. Further to the Town Council's decision not to fill the vacant Asset Manager post, on the understanding that Asset Manager responsibilities would be redistributed between other staff, to receive an update on which responsibilities have been assigned to which staff (some aspects may be confidential)**

**56. To consider the employment of a workshop based operative, including to consider the budget (some aspects may be confidential)**

**57. To consider the employment of gardeners, including to consider the budget (some aspects may be confidential)**

**58. To consider the terms and conditions of staff (confidential)**

**Lowestoft Town Council**  
**Extraordinary Meeting of the Personnel Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**13:00 on 23 November 2023**

58.1. Pay reviews with effect from April 2024

58.2. Training and development opportunities for grounds-based staff

- 59. To understand the circumstances behind the Town Council's actions in relation to a newspaper article and a Town Council engagement (some aspects may be confidential)**
- 60. To understand the process and timescales around the identification, handling and communication of issues regarding the legal status and scheme of delegation of Town Council Project Boards (confidential)**
- 61. To review the process for approval of the Clerk's annual leave by the Mayor and Chair of the Personnel Committee (on behalf of the Personnel Committee), and for provision of advance notice to other Councillors (some aspects may be confidential)**
- 62. Date of the next meeting**  
7 December 2023 13:00
- 63. Items for the next agenda and close**
- 64. 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:**
- 64.1. Any employment matters relating to items on this agenda, including those above as required