

Lowestoft Town Council
Meeting of the Personnel Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10:00 on 6 June 2024

MINUTES

Present: Cllrs Connor Blowers, Wendy Brooks, Christian Newsome (Chair), Graham Parker, Andy Pearce, Bernadette Rappensberger and Nick Webb

In attendance: Sarah Foote (Acting Town Clerk) and Lauren Elliott (Project and Committee Clerk)

Public: There were no members of the public in attendance

1. Welcome

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

2. Apologies for absence

Apologies were received from Cllrs Sonia Barker, Nasima Begum, Jen Jones, John Murray, Keith Patience and Elise Youngman, with reasons provided. Cllr Parker proposed approval of the apologies received; seconded by Cllr Pearce; all in favour.

3. Declarations of Interests and dispensations

- 3.1. Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda – There were none.
- 3.2. Written requests for dispensations for interests and note dispensations granted – There were none.

4. The draft minutes and confidential note of the meeting on 16 May 2024, and the confidential notes of the meetings on 7 March, 16 April and 7 May 2024

Cllr Brooks had identified some typographical errors in the confidential notes. Cllr Pearce had not seen the confidential notes of the meetings on 7 March and 16 April. The Acting Town Clerk advised Cllr Barker had some comments on the confidential notes from 7 May. Cllr Brooks proposed to approve the minutes and confidential note of the meeting on 16 May, and the confidential note of 7 May 2024, and to defer the confidential notes of the meetings on 7 March and 16 April 2024; seconded by Cllr Pearce; six Councillors voted in favour; one Councillor abstained from the vote.

5. Public forum

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

6. Expenditure from the staffing contingency budget

The delegation had only recently been approved by Full Council and the Committee had not yet expended from the budget.

7. Committee arrangements:

- 7.1. Membership of the Personnel Committee – The Committee members were Cllrs Sonia Barker, Nasima Begum, Connor Blowers, Wendy Brooks, Jen Jones, John Murray, Christian Newsome, Graham Parker, Keith Patience, Andy Pearce, Bernadette Rappensberger, Nick Webb and Elise Youngman, with Neil Coleby as substitute.
- 7.2. The Deputy Chair of the Personnel Committee – Cllr Parker nominated Cllr Webb; seconded by Cllr Brooks; all in favour. It was noted Cllr Webb would be required to undertake appraisals training.
- 7.3. Terms of Reference, including:
 - 7.3a. Financial delegation from Full Council – The delegation had been recently approved by Full Council.

Lowestoft Town Council
Meeting of the Personnel Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10:00 on 6 June 2024

- 7.3b. Delegations to this Committee – A delegation from Full Council had been approved for this Committee to make recommendations with privileged access to legal advice.
- 7.3c. Risk management responsibilities of this Committee – A new approach to risk management was adopted at the Annual Meeting, conferring responsibilities on certain Committees to oversee their own areas of risk management. Cllr Pearce proposed to adopt the Terms of Reference, as updated following recent decisions by Council; seconded by Cllr Brooks; all in favour.
- 7.4. The meeting schedule – Cllr Brooks proposed for the meeting schedule to remain as the first Thursday of the month at 10:00. Though apologies had been received for this meeting, the reasons given were not in relation to the scheduling of the meetings. Cllr Newsome seconded the proposal and all Councillors voted in favour.

8. Reviewing the Town Council’s personnel-related insurance and considering if any additional covered is required (some aspects may be confidential)

The Acting Town Clerk had provided background information relating to current arrangements. Cllr Pearce requested to move this item to the confidential session.

9. Matters relating to staff absence (confidential)

To be considered during the confidential session.

10. An update from the Acting Town Clerk (some aspects may be confidential), including the following: - It was requested that all items under this heading be considered during the confidential session.

- 10.1. Staff terms and conditions (confidential)
- 10.2. Training and development (confidential)
- 10.3. Recruitment

11. Date of the next meeting

Thursday 4 July 2024 – 10:00 (to be confirmed). It was noted this was election day and the Acting Town Clerk would be unavailable. It was agreed to arrange an Extraordinary Meeting in July, with Committee members to be contacted via email to confirm their availability. Committee members present provisionally agreed to 3 July at 10:00.

12. Items for the next agenda and close

Committee members were advised to send any requests for agenda items to the office. Cllr Rappensberger proposed to move the meeting into confidential session; seconded by Cllr Pearce; all in favour.

13. Resolution to close the meeting to the public:

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

- 8. Reviewing the Town Council’s personnel-related insurance and considering if any additional covered is required (some aspects may be confidential) – The Acting Town Clerk confirmed what aspects the Town Council’s insurance policy did not cover with regard to personnel. Cllr Pearce proposed for officers to research any options available for insurance for certain aspects not currently covered, and bring back to this Committee for consideration; seconded by Cllr Brooks; all in favour.

The Project and Committee Clerk left the meeting 10:25 for the consideration of the remainder of the agenda items

Signed: 3 July 2024