

# 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 7 December 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/84651557532>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/TPhWVkJReplQ>.

*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*

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Cllr Alan Green, Chair  
30 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 7 December 2023**

**AGENDA**

**65. Welcome**

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

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

**67. Declarations of Interests and dispensations**

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

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

**68. To consider the draft minutes of the meeting on 7 September 2023 and the draft minutes and confidential note of the meeting on 23 November 2023**

**69. 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.

**70. Policies:**

70.1. To review the following policies:

70.1a. Code of Conduct

70.1b. Complaints Procedure

70.1c. Data Protection Policy

70.1d. Data Retention Policy

70.1e. Disciplinary Procedure

70.1f. Equality and Diversity Policy

70.1g. Grievance Procedure

70.1h. Health and Safety Policy

70.1i. Incident Reporting Procedure

70.1j. Lone Working Policy

70.2. To consider how to enact the Equality and Diversity Policy

70.3. To review the appraisals process

**71. To consider responsibilities, job specifications and salary ranges for the following roles, and to make a recommendations to Full Council on whether or not to proceed (some aspects may be confidential):**

71.1. Cleaning of public conveniences

71.2. Workshop-based operative

71.3. Gardeners

**72. To consider the redistribution of the Asset Manager post responsibilities, and make a recommendation to Full Council on whether or not to fill the vacancy (some aspects may be confidential)**

**73. To consider the terms and conditions of staff (confidential), including the following:**

73.1. To consider any interim staffing arrangements

73.2. To review staff training and professional development

73.3. Pay reviews with effect from April 2024

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

# **Lowestoft Town Council**

## **Extraordinary Meeting of the Personnel Committee**

**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**

**13:00 on 7 December 2023**

**75. Date of the next meeting**

4 January 2024 13:00 (to be confirmed)

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

**77. 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:**

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