

# Lowestoft Town Council Personnel Committee

For the attention of all Committee Members

You are summoned to attend a Meeting of the Lowestoft Town Council Personnel Committee at **Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ at 15:30 on 22 August 2017.**

**The meeting is open to the public and press to attend** and 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.

***It is anticipated that this meeting will be closed to the public owing to the consideration of recruitment processes for staff. Accordingly, a motion will be considered to close the meeting to the public early on the agenda.***

Councillors must register relevant interests and also 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 a **disclosable pecuniary interest** in a matter on the Agenda cannot take part or vote on that matter, 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, and 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.

*S S Bendix*

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Shona Bendix, Clerk  
21 August 2017

**Lowestoft Town Council**  
**Meeting of the Personnel Committee**

Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ  
15:30 on 22 August 2017

**AGENDA**

**21. Welcome, Fire Safety Warning and Announcement on Reporting**

Councillors and members of the public will be reminded that in the interests of openness and transparency, the law permits filming, recording or other means of reporting of meetings.

**22. To receive and consider acceptance of apologies for absence**

**23. Declarations of Interests and dispensations**

- a) To receive Declaration of Disclosable Pecuniary and Non-Pecuniary Interests from councillors on items on the Agenda
- b) To receive and consider written requests for dispensations for Disclosable Pecuniary Interests
- c) To note any dispensations previously granted

**24. Public Forum**

An opportunity for the public to make comments on any matters on this agenda

**25. To consider the accuracy of the minutes of the previous Personnel Committee**

**26. To note changes in the membership of the Committee and reconsider the membership of the Recruitment Sub-Committee**

**27. i) 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 employment matters relating to staffing recruitment.**

**ii) To resolve that Carol Lower, WDC Head of Human Resources, be invited to advise the Committee within the confidential session.**

**28. To consider the staff recruitment including:**

- i) The recruitment pack**
- ii) The interview process**
- iii) The timetable for the appointments**
- iv) The terms and conditions of appointments**

**29. To consider office accommodation**

**30. To agree the recommendations to Full Council**

**31. Next meeting date**

**32. Items for the next Agenda**

**33. Close**