

# 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 **Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE, as specified in the attached agenda.**

**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.

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.

*SS Bendix*

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Shona Bendix, Clerk  
21 June 2018

**Lowestoft Town Council**  
**Meeting of the Personnel Committee**  
Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE  
14:00 on Thursday 21 June 2018

**AGENDA**

**It is anticipated that the entire session will be confidential following item 83**

**77. Election of the Chair**

**78. Welcome**

To welcome to meeting, explain the fire evacuation procedure and remind councillors and members of the public that in the interests of openness and transparency, the law permits filming, recording or other means of reporting of meetings.

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

**80. 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

**81. To consider the accuracy of the Minutes**

- a) 12 December 2017
- b) 19 December 2017

**82. Public Forum**

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

**83. To review and adopt delegated authority, committee and agency arrangements**

- 83.a To elect a Vice Chair of the Personnel Committee
- 83.b To consider the Terms of Reference including composition for the Personnel Committee
- 83.c To review Sub-Committees and Working Groups, scope, composition and any delegations

**84. 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 staff.**

- 84.a To consider staff policies
- 84.b To consider the staffing structure
- 84.c To note staff appraisals and training requirements
- 84.d To consider staff terms and conditions

**85. Date of the next meeting**

**86. Items for the next Agenda**