

**Lowestoft Town Council**  
**Meeting of the Personnel Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**15:00 on 4 March 2020**

**MINUTES**

**Present:** Cllrs Amanda Frost (Chair), Alan Green, Peter Knight, Peter Lang, Graham Parker, Keith Patience, Andy Pearce and Alice Taylor

**In attendance:** Shona Bendix (Clerk) and Lauren Elliott (Committee Clerk)

**Public:** There were no members of the public in attendance

**45. Welcome**

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

**46. Apologies for absence**

Cllr Jacqueline Hardie had provided apologies. Cllr Taylor proposed acceptance of the apologies; seconded by Cllr Knight; all in favour.

**47. Declarations of Interests and dispensations**

There were none.

**48. Accuracy of the Minutes**

18 February 2020 – Accepted as accurate. Proposed by Cllr Knight; seconded by Cllr Lang; seven Councillors voted in favour; one Councillor abstained from the vote.

**49. Public Forum**

There were no members of the public in attendance.

**50. The recruitment process for new staff (confidential)**

To be discussed during the confidential session.

**51. Progress with initiating the Community Warden recruitment process**

The Clerk will be meeting with the Police and will feed back to this Committee once there is more clarity about the appropriate background checks and the cost of this. It was queried whether the Community Warden recruitment process was being delayed until the Administration Officer and Events and Communications Officer had been appointed. It was not thought that it had been agreed for the process to be delayed to that extent, but this will be checked and clarified.

**52. Any payments needed for the recruitment process**

There were no payments for consideration at this meeting, but this item will remain on the agenda as it is expected that there will be in due course.

**53. An update on staff working hours (confidential)**

To be discussed during the confidential session.

**54. Date of the next meeting**

It was agreed to determine the next meeting date upon review of the provisional recruitment timetable. The Community Warden role will be discussed after 11 March, when the Clerk has met with the Police.

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

There were no requests for the inclusion of items on the next agenda.

Cllr Taylor proposed moving the meeting into confidential session; seconded by Cllr Knight; all in favour.

**56. Resolution to close the meeting to the public:**

56.1. Any employment matters including those at 50 and 53 above as required:

50. The recruitment process for new staff (confidential) – The recruitment timetable was displayed and discussed. The Clerk advised the Committee of the latest position and the advertisements for the Administrative Assistant and Events and Communications Officer roles were considered and agreed. Cllr Pearce proposed delegating authority to the Clerk to progress advertisement of the vacancies through the channels identified, using funds from the recruitment budget; seconded by Cllr Green; all in favour. The availability of Councillors for the recruitment process was discussed and recorded by the Clerk.

*Cllr Parker arrived 15:34*

It was agreed for the Personnel Committee to meet again at 10:00 on 14 April. Cllr Lang gave his apologies for this meeting.

53. An update on staff working hours (confidential) – There were no updates to report since the last meeting.

The Chair closed the meeting closed 15:45.

Signed: .....

14 April 2020