

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 **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE at 15:00 on 4 March 2020.**

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. Please note that if members of the public are unable to attend the meeting, they may submit comments in writing. In providing such comments they accept that, where they are suitable, they may be considered at the meeting and published in our minutes. However, they 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 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 in which cases 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.

S S Bendix

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Shona Bendix, Clerk
26 February 2020

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

Public entry through reception permitted between 14:45 – 15:00 only.

AGENDA

45. Welcome

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

46. To receive and consider acceptance of apologies for absence

47. Declarations of Interests and dispensations

47.1. To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the Agenda

47.2. To note written requests and grants of dispensations for Disclosable Pecuniary Interests

48. To consider the accuracy of the Minutes

18 February 2020

49. Public Forum

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

50. To determine the recruitment process for new staff (confidential)

51. To consider progress with initiating the Community Warden recruitment process

52. To consider any payments needed for the recruitment process

53. To consider an update on staff working hours (confidential)

54. Date of the next meeting

55. Items for the next agenda and close

56. 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:

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