

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 16:00 on 6 January 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
20 December 2019

A. Frost

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Amanda Frost, Personnel Committee Chair
20 December 2019

Lowestoft Town Council
Meeting of the Personnel Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
16:00 on 20 December 2019

Public entry through reception permitted between 15:45 – 16:00 only.

It is anticipated that much of this meeting will be confidential, following item 27.

AGENDA

22. Welcome

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

23. To receive and consider acceptance of apologies for absence

24. Declarations of Interests and dispensations

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

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

25. To consider the accuracy of the Minutes

18 November 2019

26. Public Forum

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

27. To review the following policies and procedures relating to personnel, and to consider for adoption:

27.1. Disciplinary Procedure

27.2. Disciplinary Rules

27.3. Lone Worker Policy

27.4. Safeguarding Policy

28. To consider a confidential matter relating to staffing (confidential)

29. To consider staffing proposals (confidential)

30. To consider staff working hours (confidential)

31. Date of the next meeting

32. Items for the next agenda and close

33. 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:

33.1. Any employment matters including those at 28, 29 and 30 above as required