

Lowestoft Town Council
Meeting of the Personnel Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
16:00 on 6 January 2020

MINUTES

Present: Cllrs Amanda Frost (Chair), Alan Green, 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

22. Welcome

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

23. Apologies for absence

Apologies were received from Cllr Neil Coleby and Tracey Eastwood. Cllr Taylor proposed acceptance of the apologies; seconded by Cllr Parker; all in favour.

24. Declarations of Interests and dispensations

There were none.

25. Accuracy of the Minutes

18 November 2019 – Cllr Taylor proposed acceptance of the minutes; seconded by Cllr Green; three Councillors voted in favour; four Councillors abstained from the vote.

26. Public Forum

There were no members of the public in attendance.

27. Review of the following policies and procedures relating to personnel, and consideration of adoption:

27.1. Disciplinary Procedure – The policy refers to ‘you’, with regard to the employee, and ‘we’ with regard to the employer. It was queried whether this could be amended. Other options were considered, but no suitable alternative was agreed upon. It was noted that the procedure was written by solicitors and is designed to be matter-of-fact.

The Clerk left the room 16:15

Cllr Lang proposed a recommendation to Full Council to adopt the Disciplinary Procedure; seconded by Cllr Taylor; four Councillors voted in favour; two Councillors voted against; one Councillor abstained from the vote.

27.2. Disciplinary Rules – Cllr Lang proposed a recommendation to Full Council to adopt the Disciplinary Rules; seconded by Cllr Taylor; five Councillors voted in favour; one Councillor voted against; one Councillor abstained from the vote.

27.3. Lone Worker Policy – It was clarified that this policy applies to staff and Councillors. Cllr Lang proposed a recommendation to Full Council to adopt the Lone Worker Policy; seconded by Cllr Green; five Councillors voted in favour; one Councillor voted against; one Councillor abstained from the vote.

27.4. Safeguarding Policy – Cllr Lang proposed a recommendation to Full Council to adopt the Safeguarding Policy; seconded by Cllr Taylor; five Councillors voted in favour; one Councillor voted against; one Councillor abstained from the vote.

28. Confidential matter relating to staffing (confidential)

To be discussed during the confidential session.

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29. Staffing proposals (confidential)

To be discussed during the confidential session.

30. Staff working hours (confidential)

To be discussed during the confidential session.

31. Date of the next meeting

A date for the next meeting was not set at this stage, and will be arranged as and when required.

32. Items for the next agenda and close

A review of staff working hours will become a standing item on the agenda. Cllr Green proposed moving the meeting into confidential session; seconded by Cllr Lang; all in favour.

33. Resolution to close the meeting to the public:

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

28. Confidential matter relating to staffing (confidential)

There were no updates to be considered at this stage. This matter will be on the next Full Council agenda. It was requested that item 30 be discussed next and this was agreed.

30. Staff working hours (confidential)

There was a discussion about the current staff's working arrangements and the need to ensure the Council is taking due consideration of the wellbeing of its staff. Cllr Taylor proposed making staff working hours a standing item on the Personnel Committee agenda and a confidential proposal regarding staff working hours; seconded by Cllr Lang; all in favour.

29. Staffing proposals (confidential)

Cllr Knight arrived 17:01

There was a confidential discussion regarding staffing proposals and confidential recommendations were made to Full Council.

Cllr Patience left the room 17:10

Cllr Patience returned 17:11

Signed: Date: