

# 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 17:00 on 6 November 2019.**

**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  
30 October 2019

**Lowestoft Town Council**  
**Meeting of the Personnel Committee**  
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE  
17:00 on 6 November 2019

Public entry through reception permitted between 16:45 – 17:00 only.

**It is anticipated that much of this meeting will be confidential, following item 7.**

**AGENDA**

- 1. Welcome**  
To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public right to report.
- 2. To receive and consider acceptance of apologies for absence**
- 3. Declarations of Interests and dispensations**
  - 3.1. To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the Agenda
  - 3.2. To note written requests and grants of dispensations for Disclosable Pecuniary Interests
- 4. To consider the accuracy of the Minutes**  
26 September 2018
- 5. Public Forum**  
An opportunity for the public to make comments on any matters on this agenda
- 6. To review and adopt Committee arrangements, including the following**
  - 6.1. To note the membership of the Personnel Committee
  - 6.2. To appoint a Deputy Chair of the Personnel Committee
  - 6.3. To review the Terms of Reference
- 7. To review policies and procedures relating to personnel**
- 8. To consider current staffing arrangements and proposals for the future (confidential)**
- 9. To consider any matters for the Budget Working Group (next meeting 7 November) (confidential)**
- 10. Date of the next meeting**
- 11. Items for the next agenda and close**
- 12. 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:**
  - 12.1. Any employment matters including those at 8 and 9 above as required