

# Lowestoft Town Council Personnel Committee

For the attention of all Committee Members

You are summoned to attend a meeting of the Personnel Committee of Lowestoft Town Council, which will be a video meeting via Zoom, at 18:00 on 24 August 2020. **Members of the public are welcome to observe the meeting and submit comments regarding any item on the agenda in advance of the meeting. The link for members of the public to observe the meeting is as follows: <https://youtu.be/FTi-aRyTEFU>. The link for Councillors to access the Zoom meeting will be sent separately via email. The minutes and all public documents associated with this agenda will be published as usual.** In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments 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 be present.

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  
17 August 2020

**Lowestoft Town Council**  
**Meeting of the Personnel Committee**  
**Via Video Meeting**  
**18:00 on 24 August 2020**

**AGENDA**

- 1. Welcome and appointment of the Deputy Chair of the Personnel Committee**  
To welcome the meeting and remind Councillors and members of the public of the right to report and noting the application of the video meeting protocol.
- 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 and to note that there are no written requests and grants of dispensations for Disclosable Pecuniary Interests
- 4. To receive any comments and note that the draft minutes of the meeting on 4 March 2020 will be considered at the next appropriate meeting**
- 5. To consider any advance comments from the public on any matters on this agenda**
- 6. To review and adopt Committee arrangements**
  - 6.1. To note the membership of the Personnel Committee, including to note Cllr Pitts' resignation from the Committee
  - 6.2. To review and adopt the Terms of Reference of the Personnel Committee
- 7. To appoint two representatives from the Personnel Committee to the Working Group to review the Town Council's conduct in relation to the Equality and Diversity Policy and Code of Conduct**
- 8. To consider progress with the recruitment of the Events and Communications Officer**
- 9. To note that staff appraisals have taken place**
- 10. To consider an update on staff working hours**
- 11. Date of the next meeting**
- 12. Items for the next agenda and close**
- 13. 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:**
  - 13.1. No confidential agenda items to consider