

**Lowestoft Town Council**  
**Meeting of the Standing Orders and Policies Sub-Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, NR32 1DE**  
**16:00 on 2 August 2021**

**MINUTES**

**Present:** Cllrs Sonia Barker (Chair), Andy Pearce and David Youngman

**In attendance:** Sarah Foote (Deputy Clerk)

**Public:** There were no members of the public in attendance (either in person or via Zoom webinar)

**14. Welcome**

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

**15. Apologies for absence**

Apologies had been received from Cllr Parker. Cllr Page had not provided apologies and was absent. Cllr Pearce proposed acceptance of the apologies received; seconded by Cllr Youngman; all in favour.

**16. Declarations of Interests and dispensations**

Cllr Barker declared a non-pecuniary interest as Chair of the Personne Committee in items 20.3 and 20.4 and declared that she had been involved in the asset transfer from Waveney District Council to the Town Council regarding item 20.1

**17. The draft minutes of the meeting on 16 June 2021**

Cllr Pearce proposed acceptance of the minutes of the meeting on 16 June 2021; seconded by Cllr Youngman; all in favour.

**18. Public forum**

No comments had been received in advance. There were no members of the public in attendance either in person or via Zoom webinar.

**19. To review the Town Council's Standing Orders**

It was noted that the Town Clerk was currently reviewing standing orders in relation to EU and procurement changes; to date a new model standing orders had not been issued by NALC. Members also commented on the following which would be included in the Officer review and reported back to the next meeting:

S/O 3Y – length of meetings needs to be clarified to apply to Council, Committee and Sub-Committee meetings.

S/O 4 – to ensure that the S/Os relating to Committees is strengthened around not chairing more than one standing committee and add wording about Mayor and Deputy Mayor ex-officio rights.

S/O 7 – to build in wording to allow decisions to be revisited in unforeseen circumstances.

S/O 21 – confirm the Council's arrangements for appointing a Data Protection Officer.

S/O 22 – clarify which Town Council policies and name them within the S/O

Cllr Barker suggested it would be more inclusive to use the words he/she instead of Chair (where possible). Members were also invited to provide any other comments to the Clerk to consider ahead of the next meeting.

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**20. Town Council policies:**

Noting that these policies were last reviewed in May 2021, it was agreed to make the following amendments and/or recommendations:

20.1 Acquisitions and Disposal Policy – it was noted that this policy may need reviewing again in six months time subject to the policy to be introduced at agenda item 21 and as work commences with the Town Hall. Cllr Pearce suggested it may also be appropriate to ask Moss King for their comments. It was proposed by Cllr Pearce, seconded by Cllr Youngman; all in favour that the policy be recommended to F&G for adoption.

20.2 Adverse Weather Policy – Cllr Pearce commented that there were many parallels in this policy to the recent Covid-19 risk documents and both should be reviewed side by side to see if any additional items should be added. The following amendments were agreed; 12.0 to read annually instead of every three years. 1.2 to include wording about the office (or outdoors for appropriate workers) being too hot or too cold. Policy to be expanded to permit staff to work from home in adverse weather and 'dial in' to connect to council meetings via zoom. Working from home would only be possible if electricity and/or phone and broadband supply has not been interrupted by adverse weather.

20.3 Anti-Harassment and Bullying Policy – the following amendments were proposed; At 1.5 and 7.7 it was noted that complaints against councillors would be dealt with by the monitoring officer, however there was concern for how both the accuser and accusee would be protected during this period and the policy should be strengthened to take this into account.

At 4.1 and 4.3 Officers to confirm if harassment has to be systematic and/or continuous and once definition has been checked amend policy accordingly. 7.2 to read 'reserve the right' instead of ability. 7.9 change worker to employee. Merge 7.19 with 10.1 as relate to the same matter. 10.2 to read Clerk or Mayor instead of Line Manager. 9.1., 9.2, and 9.3 all to be amended to ten working days to be consistent with other policies. It was proposed by Cllr Pearce, seconded by Cllr Youngman; all in favour that these amendments be made and the policy be recommended to F&G for adoption.

20.4 Appraisals Guidance – Cllr Pearce requested that this policy is also reviewed by the Personnel Committee and the following amendments/additions were agreed; that the purpose of the appraisal be strengthened to understand what the appraisee's aspirations may be and that mention be made that training not just for the role you are currently undertaking but also for future roles which may become available. Whilst the policy currently states appraisals will be annually it was suggested that these should take place more frequently. Check spelling of appraiser throughout the policy.

It was proposed by Cllr Pearce, seconded by Cllr Youngman; all in favour that these amendments be made and the policy be recommended to F&G for adoption.

20.5 IT Policy – it was noted that there were discrepancies in this policy when the wording changes from reference from employees to councillors and vice versa. 10.4 had a typographical error. At item 22, the first bullet needs amending to read code of conduct as refers to councillors and disciplinary action. Further work was needed on this policy, and the 'signing for equipment' sheet ahead of councillors being provided with a tablet. It was proposed by Cllr Pearce, seconded by Cllr Youngman; all in favour that subject to amendments this policy be recommended to F&G for approval and that a further review be undertaken when the Lap Top policy has been inserted and the IT Security policy had been reviewed.

**21. The development of a policy for procurement of additional items of the Lowestoft Collection**

Officers were progressing a draft of the policy however matters relating to the transfer of civic artefacts remained outstanding and had impinged progress. Cllr Pearce suggested that the Lowestoft Museum be contacted for advice on what could be added to the collection,

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and that it should not just be duplicate items but items which add worth through being collectable or astetically rare.

**21. Date of the next meeting**

18 August 2021 16:00

**22. Items for the next agenda and close**

The Standing Orders will be reviewed again at the next meeting with the amendments discussed above to be confirmed. The next six policies from the alphabetical list will also be for review.

**23. Resolution to close the meeting to the public**

There were no confidential matters for consideration and the Chair closed the meeting at 17.10.

Signed: .....

18 August 2021