

**Lowestoft Town Council**  
**Meeting of the Personnel Committee**  
**Via Video Meeting**  
**10.00 on Thursday 3 December 2020**

**MINUTES**

**Video meeting participants:** Cllrs Sue Barnard, Amanda Frost, Alan Green, Jacqueline Hardie, Graham Parker, Keith Patience, Andy Pearce and Alice Taylor.

**Also participating:** Shona Bendix (Clerk) and Sarah Foote (Deputy Clerk)

**23. Chair for the Meeting**

It was noted that Cllr Parker had resigned as Chair of this committee but remained a committee member. Full Council would need to appoint a new Chair of the committee. For this meeting, it was proposed by Cllr Pearce, seconded by Cllr Green and unanimously agreed that Cllr Hardie assumed the role of Chair for this meeting,

**24. Cllr Hardie duly welcomed members and read the video meeting protocol.**

**25. Apologies for absence**

Apologies were received from Cllrs Coleby. Cllrs Carlton, Eastwood and Knight were absent. Cllr Hardie proposed acceptance of the apologies received; seconded by Cllr Pearce; all in favour. It was noted that Cllr Youngman had resigned from this committee.

**26. Declarations of Interests and dispensations**

There were none. The Clerk stated that whilst officers were not subject to the code of conduct they would removed themselves from the meeting whilst items 33 and 34 were considered.

**27. Receipt of any comments and noting that the draft minutes of the meeting on 17 September 2020 will be considered at the next appropriate meeting**

**28. Any advance comments from the public on any matters on this agenda**

There were none.

**29. To consider the changed and future working environments and conditions**

It was noted that all staff were, in line with government advice, working from home although asset inspections and site meetings had happened as required. Virtual offices had been introduced and the staff were continuing to meet virtually on a daily basis. Appraisals, the recent recruitment and audit had all been completed virtually. Cllr Hardie thanked the staff for their efforts to successful adjust to remote working.

**30. Planned future recruitments**

It was proposed by Cllr Pearce, seconded by Cllr Taylor and agreed seven votes in favour and one against (Cllr Patience) to prepare for the next round of recruitment ready to commence advertising and selection in the new financial year with appointments likely to be made in July 2021. It was noted that staff had extended their workloads to include asset management checks and had picked up health and safety concerns.

**31. To note the Standing Orders and Policies Sub-Committee is considering Committee and Sub-Committee structures and Terms of Reference and to consider whether to submit any comments.** There were no comments from members. The Clerk requested that staff be able to feed in comments, via the Personnel Committee, on the current committee and sub-committee structure including the impact on councillors and staff where there is duplication of work. This request was accepted; proposed by Cllr Hardie, seconded by Cllr Pearce and agreed.

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**32. Policies**

It was noted that policies were being reviewed by the Standing Orders and Policies Sub-Committee and in particular the Disciplinary Procedure was currently being reviewed.

The Adverse Weather Policy was reviewed and the following additions were agreed; adding a general caveat that staff should do all they can to contact their line manager but noting this may not always be possible and adding that accommodation costs would be covered by the Council if staff were unable to return to their homes due to such adverse weather or any other circumstances which were beyond reasonable control. Proposed by Cllr Pearce, seconded by Cllr Green and unanimously agreed.

**33. Staff Terms and Conditions** - this would be considered during confidential session.

**34. Staff development** - this would be considered during confidential session.

**35. Date of next meeting** - to be arranged as required.

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

**37. Resolution to close the meeting to the public:**

At 10.39 it was proposed by Cllr Pearce, seconded by Cllr Green and agreed to close the meeting to the public to consider confidential matters as detailed at items 33 and 34.

The Chair thanked those who had been viewing the meeting via live stream and the meeting remainder of the video meeting protocol was displayed and the meeting was closed to the public.

At 10.45 members moved to a break out room to consider agenda items 33 and 34.

At 11.15 members returned to the meeting.

A confidential proposal relating to staffing terms and conditions, including training, was agreed for recommendation to Full Council. This was proposed by Cllr Hardie, seconded by Cllr Green and agreed seven votes in favour (Cllrs Green, Hardie, Pearce, Taylor, Barnard and Frost) and two votes against (Cllrs Patience and Parker)

Meeting closed: 11.20

Signed: .....