

# 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 at 11:00 on 12 August 2021, at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE.**

**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. Comments can also be submitted regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via the following link: <https://us02web.zoom.us/j/85480474283>. The meeting can also be observed via the following link: <https://youtu.be/KI-pghp36yw>. 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.

To help prevent the spread of Covid-19, all attendees should bring their own refreshments, their own pen for signing in, and should dress appropriately given the need for increased ventilation on the site. Every person attending should make their own risk assessment of the advisability of attending and/or any measures they should take individually to ensure their safety.

*S S Bendix*

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Shona Bendix, Clerk  
5 August 2021

**Lowestoft Town Council**  
**Meeting of the Personnel Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**11:00 on 12 August 2021**

**AGENDA**

- 1. Welcome**  
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 consider the draft minutes of the meeting on 3 December 2020 and the signing of previous minutes subsequent to 17 March 2020**
- 5. Public forum**  
An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public.
- 6. To review and adopt Committee arrangements**
  - 6.1. To note the membership of the Personnel Committee
  - 6.2. To appoint the Deputy Chair of the Personnel Committee
- 7. To consider a recommendation to Full Council regarding the recruitment process for new staff, including any payments required (confidential)**
- 8. To consider a recommendation to the Finance and Governance Committee on the recruitment of a temporary employee for a period of five months, within a budget of £10,000**
- 9. To consider a recommendation to Full Council on Christmas working arrangements**
- 10. To consider support and consultancy arrangements**
- 11. To review the Appraisals Guidance (as requested by the Standing Orders and Policies Sub-Committee)**
- 12. To note appraisals have taken place and to consider staff training and development in 2021 – 2022 (confidential)**
- 13. Date of the next meeting**
- 14. Items for the next agenda and close**
- 15. 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:**
  - 15.1. Any employment matters relating to items on this agenda, including those above as required