

# 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 18:00 on 14 April 2022, 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/85707691889>. The meeting can also be observed via the following link: <https://youtu.be/o3tV5CxdACU>. 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  
7 April 2022

**Lowestoft Town Council**  
**Meeting of the Personnel Committee**  
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE  
18:00 on 14 April 2022

**AGENDA**

**62. Welcome**

To explain the fire evacuation procedure, welcome the meeting, and remind Councillors and members of the public of the right to report.

**63. To receive and consider approval of apologies for absence**

**64. Declarations of Interests and dispensations**

64.1. 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

**65. To consider the draft minutes and appended confidential notes of the meeting on 3 February 2022**

**66. 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.

**67. To note the appointment of two new members of staff in March 2022**

**68. To review the recruitment process**

**69. To consider re-advertising the Committee Clerk vacancy**

**70. To note the application to staff salaries of the national cost of living increase of 1.75% for 1 April 2021 to 31 March 2022, and to note that the Finance and Governance Committee considers the amount is too low**

**71. To review the following Town Council policies:**

71.1. Redundancy Policy

71.2. Training and Development Policy

**72. To consider the process and associated timeframes for looking at staff recognition and reward each year**

**73. To consider staff resourcing, particularly for assets and events (some aspects may be confidential)**

**74. To note staff appraisals (confidential)**

**75. To consider any staff and Councillor training and development needs (confidential)**

**76. To consider staff terms and conditions (confidential)**

**77. Date of the next meeting**

9 June 2022 18:00

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

**79. 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**

# **Lowestoft Town Council**

## **Meeting of the Personnel Committee**

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**18:00 on 14 April 2022**

**legal issues or employment matters relating to items on this agenda, including the following:**

- 79.1. Any employment matters relating to items on this agenda, including those above as required