

**Lowestoft Town Council**  
**Meeting of the Personnel Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**14:00 on 13 October 2021**

**MINUTES**

**Present:** Cllrs Sonia Barker (Chair), Wendy Brooks, Alan Green and Andy Pearce

**In attendance:** Shona Bendix (Clerk) and Lauren Elliott (Committee Clerk)

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

**16. Welcome**

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

**17. Apologies for absence**

Apologies were received from Cllrs Amanda Frost, Graham Parker, Keith Patience and Alice Taylor. Cllr Pearce proposed acceptance of the apologies received; seconded by Cllr Green; all in favour.

**18. Declarations of Interests and dispensations**

Cllr Barker declared a local non-pecuniary interest in item 21 as Chair of this Committee and due to having been on the interview panels. Other Councillors in attendance had also been on the interview panels and it was confirmed that they were not required to declare an interest as their places on the interview panels were on record.

**19. The draft minutes of the meeting on 12 August 2021**

Cllr Brooks proposed acceptance of the minutes; seconded by Cllr Pearce; all in favour.

**20. Public forum**

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

**21. Staff recruitment (confidential):**

It was noted that all items under this heading were to be discussed during the confidential session.

21.1. The appointment of the following positions:

21.1a. Office Assistant

21.1b. Events and Communications Officer

21.1c. Climate and Planning Officer

21.1d. Community Wardens

21.2. The terms and conditions and any infrastructure requirements for appointments

**22. Support and consultancy arrangements**

It is difficult to determine the need until new staff have settled in. It was agreed to defer this item to a subsequent meeting.

**23. The conclusion of the inclusivity review and any actions required as a result**

Cllr Pearce proposed formally noting the conclusion of the inclusivity review and carrying this item forward to the next agenda; seconded by Cllr Brooks; all in favour.

**24. Any staff and Councillor training and development needs (confidential)**

To be discussed during the confidential session.

**25. Date of the next meeting**

It was agreed the next meeting should take place during the second half of November. The

**Lowestoft Town Council**  
**Meeting of the Personnel Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**14:00 on 13 October 2021**

Committee Clerk will liaise with Committee members to confirm a date.

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

There were no requests for items to be added to the next agenda.

Cllr Green proposed moving the meeting into confidential session; seconded by Cllr Pearce; all in favour.

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

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

21.1. The appointment of the following positions: It was agreed to consider item 21.1d first:

21.1d Community Wardens – Cllr Pearce proposed approving the recommendation of the interview panel regarding the appointment of one Community Warden leading on buildings; seconded by Cllr Brooks; all in favour.

21.1c. Climate and Planning Officer – Cllr Brooks proposed re-advertising this position as soon as possible with an emphasis on administrative skills. Relevant interests in planning and climate or any other relevant areas are desirable but not essential; seconded by Cllr Pearce; all in favour.

21.1b. Events and Communications Officer – Cllr Brooks proposed approving the recommendation from the interview panel regarding the appointment of the Events and Communications Officer on the terms on which the candidate was interviewed; seconded by Cllr Pearce; all in favour.

21.1a. Office Assistant – Cllr Brooks proposed appointing the candidate as agreed by the interview panel; seconded by Cllr Pearce; all in favour.

21.2. The terms and conditions and any infrastructure requirements for appointments – This was covered with the discussions of the previous item.

24. Any staff and Councillor training and development needs (confidential) – This will be discussed further at the next meeting. There is a budget for staff training and this will be ongoing.

The next meeting date was agreed as 29 November 2021 at 14:00.

The Chair closed the meeting 14:57.

Signed: .....

29 November 2021