

Lowestoft Town Council
Extraordinary Meeting of the Personnel Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
09:00 on 20 October 2022

MINUTES

Present: Cllrs Sonia Barker (Chair), Wendy Brooks, Graham Parker and Andy Pearce

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

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

44. Welcome

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

45. Apologies for absence

Apologies were received from Cllrs Alan Green and Keith Patience. Cllr Green had provided a reason but Cllr Patience had not. Cllr Parker proposed approval of the apologies received; seconded by Cllr Pearce; all in favour.

46. Declarations of Interests and dispensations

46.1. Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda – There were none.

46.2. Written requests for dispensations for interests and note dispensations granted – There were none.

47. The draft minutes of the Extraordinary Meeting on 8 September 2022

Cllr Pearce proposed approval of the minutes; seconded by Cllr Parker; three Councillors voted in favour; one Councillor abstained from the vote.

48. Public forum

No advance comments had been received and there were no members of the public in attendance.

49. The appointment of the Committee Clerk (confidential)

To be discussed during the confidential session.

50. Future staff resourcing for events (some aspects may be confidential)

The Clerk advised there had been some discussions about the budget to enable the flexibility of options, but there would need to be some discussion in confidential session. Cllr Pearce advised he also had some suggestions which would dovetail with this, which he would provide detail on during the confidential session.

51. A proposal and job description for an officer to deal with asset management (some aspects may be confidential)

Cllr Pearce would support this, given the increasing amount of asset work, and agreed that the wide salary band is appropriate. Arrangements and costs for grounds maintenance may be different next year and having more internal expertise regarding asset management would be beneficial. The Clerk agreed that this officer would need comprehensive and high level experience of managing facilities and the ability to manage systems the Council needs to have in place for staff to effectively complete practical work. It is anticipated this officer will also need comprehensive experience of contracts and landlord/tenant arrangements. Cllr Brooks enquired whether requests from potential candidates for job sharing or part time working would be considered. The Clerk added 'other options will be considered' alongside full time and permanent. Cllr Parker would like this officer to develop a database system, rather than individual spreadsheets. Cllr Brooks proposed a recommendation to Full Council to progress

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the recruitment of an officer to deal with asset management. The advertising budget was approved by the Finance and Governance Committee at its meeting the previous day. Cllr Pearce seconded the proposal and all Councillors voted in favour.

52. Staff terms and conditions (confidential)

To be discussed during the confidential session.

53. Date of the next meeting

1 December 2022 14:00

54. Items for the next agenda and close

The Clerk advised there were items to be carried forward from previous meetings. Cllr Brooks requested consideration of the announcement of Code of Conduct complaints, and was advised this would first be considered by the Standing Orders and Policies Sub-Committee, then the Finance and Governance Committee.

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

55. Resolution to close the meeting to the public:

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

The Clerk temporarily left the meeting 09:27 and returned 09:27

49. The appointment of the Committee Clerk (confidential) – The Clerk reported that the recommendation of the interview panel was unanimous. Cllr Barker proposed approving the recommendation of the interview panel to appoint Taylor Williams as the Committee Clerk, and a confidential recommendation to Full Council; seconded by Cllr Pearce; all in favour. Thanks were offered to the Deputy Clerk and Project and Committee Clerk for their assistance with the interview.

50. Future staff resourcing for events (some aspects may be confidential) – Cllr Pearce had a proposal he would like to be considered in line with the Clerk’s suggestion.

The Project and Committee Clerk left the meeting 09:46

A confidential recommendation was made to Full Council.

52. Staff terms and conditions (confidential) – A confidential recommendation was made to Full Council.

Signed:

1 December 2022