

Lowestoft Town Council Personnel Committee

For the attention of all Committee Members

You are summoned to attend an Extraordinary Meeting of the Personnel Committee of Lowestoft Town Council at 10:00 on 7 March 2024, at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE.**

The meeting is held in accessible premises and open to the public and press to attend.

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 submitting 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/89031841897>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/aqIWXSMTSLg>.

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 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 **relevant interests** in matters on the Agenda cannot take part or vote on those matters, 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 case they will need to consider whether they should leave the room.

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 infectious diseases, all attendees should consider the safety of others, make their own risk assessment of the advisability of attending and consider measures they should take to ensure their own safety.

C. Newsome

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Cllr Christian Newsome, Chair
29 February 2024

Lowestoft Town Council
Extraordinary Meeting of the Personnel Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10:00 on 7 March 2024

AGENDA

108. Welcome

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

109. To receive and consider approval of apologies for absence

110. Declarations of Interests and dispensations

110.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda

110.2. To consider written requests for dispensations for interests and note dispensations granted

111. To consider the draft minutes of the meeting on 1 February 2024

112. 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.

113. To receive an update on the recruitment of the Grounds Maintenance Operatives, Seasonal Workers and Workshop Operative

114. To consider job specification, advertisement and recruitment timetable for the following:

114.1. Assets/Facilities and Contracts Officer

114.2. Finance and Office Administrator

114.3. Cleansing Operatives

115. To consider the possibility of partnership working and supported placements

116. To consider the following policies:

116.1. Training and Development

116.2. Cycling and Use of Cycles for Town Council Business

116.3. Use of Town Council Vehicles

116.4. Absence from Work

116.5. How the Equality and Diversity policy is implemented by the Council

117. Essential Car User Allowance:

117.1. To consider the continuation of the trial scheme for Essential Car User Allowance

117.2. If appropriate, to consider an Essential Car User Policy

118. To receive an update from the Acting Town Clerk on any staffing issues (confidential):

118.1. Staff absence, cover arrangements and financial considerations

118.2. Completion of training

118.3. Implementation of the three-tier staffing structure

119. To consider matters relating to the terms and conditions of staff (confidential)

120. Appraisals

120.1. To consider appraisal arrangements for the Acting Town Clerk (confidential)

120.2. To consider how corporate objectives can be linked to continuing professional development for individual staff members.

121. Date of the next meeting

Lowestoft Town Council

Extraordinary Meeting of the Personnel Committee

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

10:00 on 7 March 2024

Extraordinary Meeting in April – date to be confirmed

Next scheduled meeting - Thursday 2 May 10:00

122. Items for the next agenda and close

123. 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:

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