

Lowestoft Town Council
Meeting of the Personnel Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10:00 on 3 October 2024

MINUTES

Present: Cllrs Nasima Begum, Connor Blowers, Jen Jones (Presiding over the meeting), John Murray, Graham Parker, Keith Patience, Andy Pearce, Bernadette Rappensberger and Elise Youngman

In attendance: Sarah Foote (Acting Town Clerk) and Lauren Elliott (Senior Committee and Project Clerk)

Also in attendance: Karen Chapman (Consultant) (for part)

Public: There were no members of the public in attendance

As the Chair and Deputy Chair had both given apologies for this meeting, the Committee was asked to appoint one of its members to preside over the meeting, as its first item of business. Cllr Begum nominated Cllr Jones; seconded by Cllr Rappensberger. There were no further nominations. All Councillors voted in favour.

70. Welcome

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

71. Apologies for absence

Apologies were received from Cllrs Sonia Barker, Wendy Brooks, Christian Newsome and Nick Webb, with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Begum; all in favour.

72. Declarations of Interests and dispensations

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

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

73. The draft minutes and confidential note of the meeting on 5 September 2024, and the confidential notes of the meetings on 6 June, 3 and 19 July, 1 and 21 August 2024

The draft minutes had been provided, along with the confidential notes of the meetings on 6 June, 3 and 19 July and 1 August. The confidential notes of the meeting on 21 August had been finalised but not yet circulated, and the confidential notes of the meeting on 5 September were still to be completed. Cllr Pearce had some minor clarifications on the confidential notes, which he would raise in the confidential session, but these were not material to the minutes. Subject to these clarifications, Cllr Pearce proposed approval of the minutes of 5 September, and the confidential notes of 6 June, 3 and 19 July and 1 August; seconded by Cllr Begum; eight Councillors voted in favour; one Councillor abstained from the vote.

74. Public forum

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

75. Monitoring expenditure from the staffing contingency budget

The Finance Manager had provided the budget spreadsheet with the staffing budget tab, and the estimated staffing costs figure. The Budget and Loan Working Group would review these prior to them being brought back to this Committee.

76. Matters relating to data protection and use of Town Council email addresses and devices

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(some aspects may be confidential)

To be considered during the confidential session.

- 77. Receipt of job evaluation report and how recommendations, including terms and conditions, can be implemented into a revised staffing structure, and making a recommendation to Full Council for adoption (confidential)**

To be considered during the confidential session.

- 78. Matters relating to staff absence (confidential)**

To be considered during the confidential session.

- 79. An update on recruitment matters (some aspects may be confidential)**

To be considered during the confidential session.

- 80. Date of the next meeting**

Thursday 7 November 2024 – 10:00.

- 81. Items for the next agenda and close**

Members were advised to send any requests to the office.

Cllr Pearce proposed to move the meeting into confidential session; seconded by Cllr Begum; all in favour.

- 82. Resolution to close the meeting to the public:**

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

73. The draft minutes and confidential note of the meeting on 5 September 2024, and the confidential notes of the meetings on 6 June, 3 and 19 July, 1 and 21 August 2024

The Senior Committee and Project Clerk temporarily left the meeting 10:10 for the consideration of this item

The Senior Committee and Project Clerk returned 10:14

76. Matters relating to data protection and use of Town Council email addresses and devices (some aspects may be confidential) – The Acting Town Clerk had concluded her investigation and the report should be available for the next meeting.

77. Receipt of job evaluation report and how recommendations, including terms and conditions, can be implemented into a revised staffing structure, and making a recommendation to Full Council for adoption (confidential)

Karen Chapman joined the meeting 10:22

A confidential meeting paper had previously been provided to the Committee and amended in line with discussions at the previous meeting. Advice had been taken from an employment lawyer on any restructuring. The document would require further amendment if it were to be used as a consultative document. The content of the meeting paper was discussed. Cllr Pearce proposed a recommendation to Full Council to adopt the structure on page seven of the meeting paper, noting this will need to operate in conjunction with figure four; seconded by Cllr Rappensberger; all in favour.

Ms Chapman left the meeting 10:49

79. An update on recruitment matters (some aspects may be confidential)

Cllr Patience temporarily left the meeting 10:50

The Acting Town Clerk provided an update on current and future recruitment.

Cllr Patience returned 10:52

78. Matters relating to staff absence (confidential)

The Senior Committee and Project Clerk left the meeting 11:03 for the consideration of this item

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A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

Signed:
7 November 2024