

**Lowestoft Town Council**  
**Meeting of the Standing Orders and Policies Sub-Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**16:00 on Monday 4 July 2022**

**MINUTES**

**Present:** Cllrs Wendy Brooks (Chair), Alan Green 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 remotely via Zoom webinar)

**1. Appointing the Chair of the Standing Orders and Policies Sub-Committee**

Cllr Pearce nominated Cllr Brooks; seconded by Cllr Green. All Councillors voted in favour.

**2. Welcome**

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

**3. Apologies for absence**

There were no apologies and all Sub-Committee members were in attendance.

**4. Declarations of Interests and dispensations**

There were none.

**5. The draft minutes of the meeting on 5 May 2022**

Cllr Pearce proposed approval of the minutes; seconded by Cllr Green; all in favour.

**6. Sub-Committee arrangements**

6.1 Membership of the Standing Orders and Policies Sub-Committee – Membership was noted as Cllrs Brooks, Green and Pearce, with Cllr Barker as a reserve.

6.2 Appointing the Deputy Chair of the Standing Orders and Policies Sub-Committee – Cllr Pearce nominated Cllr Barker; seconded by Cllr Brooks; all in favour.

6.3 The Terms of Reference of the Standing Orders and Policies Sub-Committee – Cllr Pearce proposed adoption upon confirmation from the Project and Committee Clerk that minimum membership had been updated to quorum plus one; seconded by Cllr Green; all in favour.

**7. Public forum**

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

**8. Reviewing the following Town Council policies:**

8.1 Acquisitions and Disposal Policy – Cllr Pearce proposed the following amendments:

- 1.1 – delete the 'its' from in front of 'museums'.
- 3.3 – amend to 'acquisition or disposal', also merge with 3.4.
- 3.5 – amend to 'will not normally', also merge with 3.6.

Cllr Pearce requested the Town Hall Project Manager's views on the policy later in the year, as to whether she thinks the policy would need to be amended in light of the transition to a heritage hub. Cllr Pearce proposed a recommendation to the Finance and Governance Committee to adopt to the policy with the proposed amendments, subject to the fact a further review may be required later in the year, in the context of the Town Hall project; seconded by Cllr Brooks; all in favour.

8.2 Adverse Weather Policy – Cllr Pearce proposed the following amendments:

- 4.0 – amend heading to 'Responsibilities of Staff'.
- 4.4 – amend gender specific terminology to 'their'.
- 6.1 – amend 'Senior Manager' to 'Line Manager or other responsible member of staff'.
- 10.3 – remove altogether.

Cllr Pearce proposed a recommendation to the Finance and Governance Committee to adopt the policy with the proposed amendments; seconded by Cllr Green; all in favour.

# Lowestoft Town Council

## Meeting of the Standing Orders and Policies Sub-Committee

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

16:00 on Monday 4 July 2022

8.3 Anti- Harrasment and Bullying Policy – Cllr Pearce proposed the following amendments:

- 1.4 and 1.5 – amend ‘shown to have’ to alleged’.
- 1.5 – add ‘Complaints Procedure’.
- 6.1 – add ‘for example’ and amend ‘that person’ to ‘the Clerk’.
- 9.2 – amend so it just references the Grievance Procedure.

Cllr Pearce proposed a recommendation to the Finance and Governance Committee to adopt the policy with the proposed amendments; seconded by Cllr Brooks; all in favour.

8.4 Appraisals Guidance – Cllr Pearce proposed the following amendments:

- Amend ‘must be appropriately trained’ to ‘should be suitably trained or experienced’. Cllr Pearce also requested that any suitable training is made available, now that the Town Council is a member of the Suffolk Association of Local Councils. The Council has already discussed adapting the Training and Development Policy to identify where training will be mandatory, but this will not be implemented until the start of the new Council year.
- Incorporate amendments agreed to the process last year by the Personnel Committee: all staff appraisals to be completed by the end of month seven, the Mayor and Chair of the Personnel Committee to be notified once all appraisals are complete and any salary or performance recommendations arising from appraisals to be fed via the Personnel Committee into the budget setting process.

Cllr Pearce proposed a recommendation to the Finance and Governance Committee to adopt the policy with the proposed amendments; seconded by Cllr Green; all in favour.

8.5 Arts Policy – Cllr Pearce proposed the following amendments:

- Add ‘revisions’ table to the end of the document to log amendments.

Cllr Pearce suggested this policy may need to link with the Acquisitions and Disposal Policy and suggested procurement should also be considered. This may include seeking partnership opportunities and external funding. Cllr Pearce requested to carry this item forward to the next agenda to consider how to incorporate time-sensitive procurement delegations. Cllr Pearce proposed a recommendation to the Finance and Governance Committee to adopt the policy with the proposed amendment; seconded by Cllr Brooks; all in favour.

8.6 Community Engagement Policy – Cllr Pearce would like to see an improvement in implementation of the policy, particularly in addressing barriers to engagement. There are some inconsistencies between policies, such as the hiring of community meeting halls versus the hiring of open spaces. Cllr Pearce proposed a recommendation to the Finance and Governance Committee to ask the Events and Communications Sub-Committee, and subsequently the Assets, Inclusion and Development Committee to consider effective implementation of the policy; seconded by Cllr Green; all in favour.

8.7 Complaints Procedure – Cllr Pearce clarified this procedure is for members of the public wishing to complain about a Town Council decision or procedure. Cllr Pearce proposed the following amendments:

- 3.1h – amend to ‘three appointed Councillors nominated by the Personnel Committee from amongst its members’.
- 4.2 – amend to ‘the appeal should be able to set aside the original decision if it is found that the decision is incompatible with the facts or that the correct procedures were not followed’.
- 4.3 – delete ‘where possible’.

Cllr Pearce proposed a recommendation to the Finance and Governance Committee to adopt the policy with the proposed amendments; seconded by Cllr Brooks; all in favour.

8.8 Conferring of the Title of Honorary Freeman and Freewomen (Post award) – Cllr Pearce proposed the following amendments:

- Merge 1 and 2.
- 2.1 – add ‘including’.

# Lowestoft Town Council

## Meeting of the Standing Orders and Policies Sub-Committee

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

16:00 on Monday 4 July 2022

Cllr Pearce proposed a recommendation to the Finance and Governance Committee to adopt the policy with the proposed amendments; seconded by Cllr Green; all in favour.

8.9 Conferring of the Title of Honorary Freeman and Freewomen – Cllr Pearce proposed the following amendments:

- Merge 1 and 2.
- 3.1 – amend to ‘at a meeting of the Full Council’.
- 3.3 fifth bullet point – amend to ‘nominated person, organisation or object’.

Cllr Pearce proposed a recommendation to the Finance and Governance Committee to adopt the policy with the proposed amendments; seconded by Cllr Brooks; all in favour.

8.10 Reporting Procedure for Assets and Maintenance – Cllr Pearce proposed that the policy should be reviewed again in light of whatever grounds maintenance arrangements take effect from 1 July 2023; seconded by Cllr Brooks; all in favour.

8.11 Booking form for Hire of Community Halls – As discussed at item 8.6, Cllr Pearce suggested this should align with the event application form and proposed a recommendation to the Finance and Governance Committee to ask the Events and Communications Sub-Committee to review the Community Engagement Policy, event application form and booking form for the hire of Community Halls to bring the three policies into alignment; seconded by Cllr Brooks; all in favour.

8.12 Redundancy Policy – Cllr Pearce asked officers to check when point 3.0 of the policy had been agreed. The Clerk advised the policy had been reviewed and adopted annually since its initial adoption, which effectively is the Council’s agreement to the terms stated within the policy, but officers will check the minutes for any specific decisions. Cllr Pearce requested for this to be considered by the Personnel Committee. Cllr Pearce asked officers to review the wording at point 5.1, and the possible removal of the third bullet point, as those who do not qualify for redundancy cannot be made redundant. Cllr Pearce proposed the following amendments:

- 6.1 – amend to ten working days.

Cllr Pearce proposed delegating authority to officers to review the wording of the policy ahead of the Personnel Committee meeting; seconded by Cllr Brooks; all in favour.

### 9. Date of the next meeting

17 August 2022 at 17:00

### 10. Items for the next agenda and close

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

There were no confidential matters for consideration and the Chair closed the meeting at 16:59.

### 11. Resolution to close the meeting to the public

Signed:  .....

17 August 2022