

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Personnel Committee** meeting of Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, NR32 1DE** at **10:00** on **Thursday, August 7, 2025**.

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

Those attending 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 [Teams](#). The meeting can also be observed via [YouTube](#).

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.

S. L. Foote

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Sarah Foote, Acting Town Clerk and Responsible Financial Officer
06 August 2025

Lowestoft Town Council
Personnel Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
10:00 on Thursday, August 7, 2025

AGENDA

27 Welcome

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

28 To receive and consider approval of apologies for absence

29 Declarations of Interests and dispensations

29.1 To receive declarations of disclosable pecuniary, other registerable and non-registerable interests, and of bias and pre-determination from Councillors

29.2 To consider written requests for dispensations for interests and note dispensations granted

30 To consider the draft minutes and confidential note of the meeting on 3 July 2025

31 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.

32 Finance:

32.1 To monitor expenditure from the staffing contingency budget

#budget

32.2 To note the Local Government Pay Award agreement

32.3 To consider budget for extension of temporary contracts (some aspects may be confidential)

#budget

33 To consider the following regarding staffing (confidential):

33.1 Review of the Committee Clerks' job descriptions in light of staffing structure changes

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33.2 Line management and governance arrangements for accountability of the Town Clerk

33.3 Staff terms and conditions (confidential):

- a. Application of the Local Government Pay Award for the 25/26 financial year
- b. Updates on model contract of employment
- c. Updates on the employee handbook
- d. Variations to the application of Flexible Working and Family Related Leave (Chapter 4 Employee Handbook)
- e. Variation of temporary contract of employment to permanent
- f. Variation of contract of employment from part-time to full-time
- g. To agree working arrangements for Christmas and New Year period

33.4 To receive an update on any matters relating to recruitment

34 To consider organisational resilience and contingency/succession planning

35 To review and formalise recruitment processes

36 Date of next meeting

Thursday 4 September 2025 at 10:00.

37 Items for the next agenda and close

38 Admission to meetings

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 employment matters and legal issues relating to the matters on this agenda