

# 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 **Lowestoft Town Council** at **10:00** on **Thursday, November 6, 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*

.....  
Sarah Foote, Town Clerk  
30 October 2025

**Lowestoft Town Council**  
**Personnel Committee**  
**Lowestoft Town Council**  
**10:00 on Thursday, November 6, 2025**

**AGENDA**

**65 Welcome**

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

**66 To receive and consider approval of apologies for absence**

**67 Declarations of Interests and dispensations**

**67.1 To receive declarations of disclosable pecuniary, other registerable and non-registerable interests, and of bias and pre-determination on items on the agenda**

**67.2 To consider written requests for dispensations for interests and note dispensations granted**

**68 To consider the draft minutes and confidential notes of the meeting on 2 October 2025**

**69 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.

**70 To monitor expenditure from the staffing contingency budget**

**71 Councillors:**

- a. To receive an update on the completion of training as per the Town Council's training policy
- b. To consider further training to support the recommendations in a recent confidential outcome report

**72 Staffing (confidential):**

- a. To note the completion of staff appraisals and forthcoming training schedule
- b. To note the increase to the Real Living Wage
- c. To consider a request from a member of staff for unpaid leave
- d. To receive a paper on a proposal for a Lowestoft Town Council apprenticeship scheme
- e. To review grounds maintenance and buildings maintenance staffing requirements and make any budget recommendations as appropriate
- f. To consider mentoring arrangements
- g. To consider alignment of employer and employee notice periods in model contract of employment

**Lowestoft Town Council**  
**Personnel Committee**  
**Lowestoft Town Council**  
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**73 Date of next meeting**

Thursday 4 December 2025 at 10:00.

**74 Items for the next agenda and close**

- a. Consideration of draft Recruitment and Selection Policy
- b. To receive a paper on salary scale banding

**75 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

**Lowestoft Town Council**  
**Personnel Committee Meeting**  
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE  
Thursday 2 October 2025 at 10:00

**MINUTES**

**Present:** Cllrs Wendy Brooks, Jen Jones, Christian Newsome (Chair), Keith Patience, Andy Pearce and Nick Webb

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

**Public:** There were no members of the public in attendance

**51 Welcome**

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

**52 Apologies for absence**

Apologies were received from Cllrs Sonia Barker, John Murray and Graham Parker, with reasons provided. Cllr Nasima Begum had advised she would be late. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Jones; all in favour.

**53 Declarations of interests and dispensations:**

**53.1 Declarations of disclosable pecuniary, other registerable and non-registerable interests, and of bias and pre-determination on items on the agenda** – Cllr Patience declared he is a member of the GMB trade union. Cllr Newsome declared he is a member of the RMT and Unite trade unions.

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

**54 The draft minutes and confidential note of the meeting on 4 September 2025**

Cllr Pearce proposed approval of the minutes and confidential note of the meeting on 4 September 2025; seconded by Cllr Brooks; all in favour.

**55 Public forum**

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

**56 Monitoring expenditure from the staffing contingency budget**

The budget monitoring document had been provided. The known contingencies had been communicated but there were no implications for the budget or contingencies. Annual contingency was made in anticipation of the Local Government Pay Award, as this differed year on year.

**57 Monitoring the Risk Register and implementation of control measures, including the following:**

**57.1 To review risk S.1 in light of the Business Plan** – The risk and control measures were reviewed. The Business Plan had since been adopted by Full Council as a working document. It would not be possible to eliminate the risk altogether, but the control measures in place were sufficient, and it was considered this Committee should maintain a watching brief. At a Personnel Working Group meeting held prior to this Committee meeting, it had been agreed for the Town Clerk to seek advice on notice periods, and any

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vulnerabilities the Town Council may be exposed to until any vacancies could be filled. It was considered whether Councillors should be added to the Risk Register, in terms of the risk of the Town Council losing the General Power of Competence and the issue of attendance at meetings. This had been discussed previously and was considered more of a governance issue, and had been included on the Risk Register as item G2.

*Cllr Jones temporarily left the meeting 10:09*

The Town Clerk agreed the issue of inquorate meetings should be highlighted, and recommended that the Finance and Governance Committee considers the risks listed under the 'G' section of the register. The Personnel Committee's remit included Councillor wellbeing, which may be creating barriers to attendance, so it was considered there may be some crossover between the two Committees in analysing these risks.

**58 The offer of sight and hearing tests for Councillors**

This had been agreed for staff and a request made at the last meeting to consider extending the offer to Councillors, particularly if there were an issue affecting a Councillor's ability to fulfil their role. It was considered the Town Council had a duty of care, and should be made aware of any needs arising from sight and hearing tests to see how these may be facilitated.

*Cllr Jones returned 10:13*

All Councillors had been offered a hearing assistance device. One Councillor had come forward but was not in attendance at the meeting to test it. It was considered that whilst the Town Council could decide to offer sight and hearing tests to Councillors, it could not commit to funding any equipment requirements arising from these tests, which was the same for staff. Cllr Pearce proposed a recommendation to Full Council for sight and hearing tests to be offered to Councillors upon request, on the same basis that they are made available to staff. It was noted that most hearing tests are free of charge anyway. Cllr Webb seconded the proposal; five Councillors voted in favour; one Councillor abstained from the vote.

**59 Staffing (confidential):**

**59.1 Options for officers to become members of a Union** – To be considered during the confidential session.

**59.2 Staff terms and conditions, including the following (confidential):**

1. Pay reviews – To be considered during the confidential session.
2. An external report on Pay Review Policy – To be considered during the confidential session.

**59.3 Arrangements for staff cover (confidential)** – To be considered during the confidential session.

**60 Any recommendations from the Personnel Working Group, following its review of the model contract of employment and employee handbook**

There were no recommendations at this stage. The documents had been reviewed and the Town Clerk had been asked to seek advice regarding notice periods and any vulnerabilities the Town Council may be exposed to, which would be brought back to this Committee as a standalone item.

**61 Matters relating to recruitment process (confidential)**

To be considered during the confidential session.

**62 Date of next meeting**

**Lowestoft Town Council**  
**Personnel Committee Meeting**  
**Hamilton House, Battery Green Road, Lowestoft, NR32 1DE**  
**Thursday 2 October 2025 at 10:00**

Thursday 6 November 2025 at 10:00.

**63 Items for the next agenda and close**

There were no requests.

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

**64 Admission to meetings**

**59.1 Options for officers to become members of a Union** – Cllr Jones declared she is a member of the Unite trade union. It was clarified that the Association of Local Council Clerks, as referenced in the meeting paper, was a trade union, which Lowestoft Town Council Clerks would be entitled to join. Cllr Pearce proposed a recommendation to Full Council for the Town Council to make a statement that it recognises trade unions, and in order to enable staff to make an informed choice as to whether or not to join a union, arrangements will be made for a union representative to speak with them; seconded by Cllr Brooks; all in favour.

**59.2.1 Pay reviews** – A meeting paper had been provided. Cllr Pearce proposed a recommendation to Full Council to approve the recommendation in the meeting paper; seconded by Cllr Brooks; all in favour.

**59.2.2 An external report on Pay Review Policy** – A meeting paper and a draft proposed policy had been provided. The Town Clerk would scale band the roles to the staffing structure, in order to develop a job evaluation and pay review policy. In order to move to a different salary band, there would need to be a change to that officer's role or responsibilities. Banding would be a challenging task, as the individual staff roles within the Town Council were quite unique.

*Cllr Jones temporarily left the meeting 10:45*

It was agreed a more robust pay review mechanism was required, and pay reviews should be justifiable.

*Cllr Jones returned 10:47*

The current and future processes for pay reviews were discussed. It was considered that the document provided should be adopted as a working document, and reviewed again in light of the initial salary scale banding work, which the Town Clerk anticipated would be available for the next Personnel Committee meeting. All staff appraisals would also be completed by the next meeting and a report would be available. The process for internal recruitment would be considered further under item 61.

**59.3 Arrangements for staff cover (confidential)** – It was agreed for this item to be moved to the end of the meeting, to be considered without the Senior Committee and Project Clerk in attendance.

*Cllr Patience left the meeting 11:03*

**61 Matters relating to recruitment process (confidential)** – A meeting paper had been provided. The process for internal recruitment was discussed, and Cllr Pearce made a proposal regarding this; seconded by Cllr Newsome.

The Committee was asked to consider to what extent Councillors would wish to be involved in the recruitment process. Cllr Brooks proposed that recruitment of staff would still need to

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be approved by the Personnel Committee and Full Council, and Councillors would still wish to see the advertisements, but otherwise the Town Clerk should decide at which salary scale band Councillors would then become involved in the recruitment process; seconded by Cllr Pearce.

There had been a previous decision of Full Council that shortlisting panels and interview panels would have different Councillor members. It was considered the process used to select panel members for the Town Hall Manager recruitment was the fairest, in that any Councillor interested in joining the shortlisting or interview panel should notify the office, then names should be selected at random if the panels are oversubscribed.

Staff would be notified of any internal recruitment opportunities via the staff newsletter. The Town Clerk would develop a Recruitment and Selection Policy based on the points agreed above. Cllr Pearce proposed approval of the previous proposals made during the consideration of this agenda item, and for the Town Hall Project Manager to be consulted regarding the recruitment of Town Hall staff; seconded by Cllr Webb; all in favour.

It was requested for the Town Clerk's appraisal to be added to the next agenda. As previously agreed by the Committee, there would be an item covering all staff appraisals, which would be completed in time for the next meeting.

**59.3 Arrangements for staff cover (confidential)**

*The Senior Committee and Project Clerk left the meeting 11:23 for the consideration of this item*

Signed:  
09 October 2025