

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 4 December 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, Town Clerk
03 December 2024

Lowestoft Town Council
Personnel Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
10:00 Thursday 4 December 2025

AGENDA

76 Welcome

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

77 To receive and consider approval of apologies for absence

78 Declarations of Interests and dispensations

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

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

79 To consider the draft minutes and confidential note of the meeting on 6 November 2025

80 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.

81 To monitor expenditure from the staffing contingency budget

82 To note possible data breach and agree any resulting actions (confidential)

83 To consider the following regarding staffing (confidential):

83.1 To receive the Town Clerk's appraisal

83.2 To consider a draft Recruitment and Selection Policy

83.3 To receive a paper on salary scale banding

83.4 To consider a Lowestoft Town Council Apprenticeship Scheme, and related costs and training provisions

84 Date of next meeting

Extraordinary meeting scheduled for Wednesday 7 January 10:00 due to New Year.

85 Items for the next agenda and close

Lowestoft Town Council

Personnel Committee

Hamilton House, Battery Green Road, Lowestoft, NR32 1DE

10:00 Thursday 4 December 2025

86 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
Lowestoft Town Council
Thursday 06 November 2025 at 10:00

MINUTES

Present: Cllrs Sonia Barker, Nasima Begum, Wendy Brooks, John Murray, Andy Pearce and Nick Webb (Deputy Chair and presiding over this meeting)

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

Public: There were no members of the public in attendance

65 Welcome

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

66 Apologies for absence

Apologies were received from Cllrs Neil Coleby, Jen Jones, Christian Newsome, Graham Parker and Bernie Rappensberger, with reasons provided. Cllr Begum proposed approval of the apologies received; seconded by Cllr Pearce; all in favour.

67 Declarations of interests and dispensations:

67.1 Declarations of disclosable pecuniary, other registerable and non-registerable interests, and of bias and pre-determination on items on the agenda – There were none.

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

68 The draft minutes and confidential notes of the meeting on 2 October 2025

Cllr Pearce noted a typographical error in the confidential note, which had since been amended. Cllr Brooks had identified a possible typographical error in the minutes, which did not affect the validity of the minutes themselves. Cllr Pearce proposed to approve the minutes and confidential note; seconded by Cllr Brooks; all in favour.

69 Public forum

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

70 Monitoring expenditure from the staffing contingency budget

There was no expenditure to report.

71 Councillors:

- a. An update on the completion of training as per the Town Council's training policy – The Town Clerk had provided a meeting paper on items 71a and 71b. As individuals were named in the paper, it was suggested to move these items to the confidential session, however, discussion in public session was acceptable if there was no reference to named individuals. Cllr Pearce proposed for another session to be organised for those Councillors who did not attend either of the previously arranged sessions, and for those Councillors to be reminded that the training is mandatory; seconded by Cllr Begum; all in favour. Cllr Brooks requested for all supporting meeting documents to be attached to the agenda. The Town Clerk had circulated a confidential meeting paper to the Committee via email, as it contained sensitive

Lowestoft Town Council
Personnel Committee
Lowestoft Town Council
Thursday 06 November 2025 at 10:00

detail which was not to be accessed by other members of staff. This had been reported to the Communications Officer. The Town Clerk noted the cost of an additional safeguarding training session would be £500. It would be for Council to decide any sanctions for wilful non-attendance of the sessions. The Council had previously considered limiting access to confidential data for any Councillor who did not undertake the mandatory data protection training. Cllr Pearce proposed that from the next civic year, details of all mandatory training required by and attended by Councillors be published on the Town Council's website; seconded by Cllr Barker; five Councillors voted in favour; one Councillor abstained from the vote. Data protection training had been arranged to take place immediately prior to November's Full Council meeting. Daytime and evening sessions had been previously arranged for the safeguarding and equality and diversity training, in an attempt to maximise attendance. Given the cost of the sessions, Cllr Murray proposed for no further 'sweep up' sessions to be arranged following this one, if the Councillors who did not attend previously are still unable to attend; seconded by Cllr Brooks. It was noted that the equality and diversity training could be completed remotely. All Councillors voted in favour.

- b. Further training to support the recommendations in a recent confidential outcome report – The report had been provided as a confidential document, but the training outcomes could be discussed in public session. Full Council had considered the recommendations in the report. Cllr Pearce proposed for all Councillors who have not already attended Chairs' training this year to be given the opportunity to do so before the end of the civic year. Cllr Murray seconded the proposal; five Councillors voted in favour; one Councillor voted against. Cllr Pearce proposed a recommendation to Full Council for all Councillors to receive training on the Town Council's Standing Orders and their application. Should Full Council approve this recommendation, Cllr Pearce proposed for the training to be arranged within two months of November's Full Council meeting; seconded by Cllr Webb; all in favour. The report had identified that some Councillors felt bullied or intimidated. Whilst the training was intended to address certain behaviours, this was considered a serious concern, and it was agreed more needed to be done to ensure the Council was a safe space where Councillors felt confident to speak and share their ideas. It was considered that Code of Conduct complaints did not always result in satisfactory outcomes. Cllr Murray proposed for the issue of Councillors feeling intimidated and bullied to be addressed by the appropriate Committee. Cllr Pearce seconded the proposal and requested an amendment that all actions and recommendations arising from the report be added to agendas for the appropriate Committees to consider. Cllr Murray accepted the amendment and all Councillors voted in favour. Cllr Brooks proposed for suggestions to be sought from Councillors on how this situation may be improved; seconded by Cllr Begum; all in favour.

72 Staffing (confidential): - All items under this heading to be considered during the confidential session.

- a. The completion of staff appraisals and forthcoming training schedule
- b. The increase to the Real Living Wage
- c. A request from a member of staff for unpaid leave
- d. A paper on a proposal for a Lowestoft Town Council apprenticeship scheme
- e. Reviewing Grounds Maintenance and Buildings Maintenance staffing requirements and making any budget recommendations as appropriate
- f. Mentoring arrangements
- g. Alignment of employer and employee notice periods in model contract of employment

Lowestoft Town Council
Personnel Committee
Lowestoft Town Council
Thursday 06 November 2025 at 10:00

73 Date of next meeting

Thursday 4 December 2025 at 10:00.

74 Items for the next agenda and close

There were no requests. Councillors were advised to send any requests to the office.

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

75 Admission to meetings

72a. The completion of staff appraisals and forthcoming training schedule – Cllr Begum would circulate information ahead of the next meeting, and an appropriate item would be added to the next agenda.

72b. The increase to the Real Living Wage – Cllr Pearce made a recommendation to Full Council, and requested for the Finance Manager to provide the pro rata cost between 22 October and the end of the current financial year to Full Council. Cllr Murray seconded the proposal; all in favour.

72c. A request from a member of staff for unpaid leave – The request was discussed. Cllr Pearce made a proposal following this; seconded by Cllr Begum.

Cllr Brooks temporarily left the meeting 10:57

The handling of any future requests was considered.

Cllr Begum temporarily left the meeting 10:58

An appropriate delegation to decide on future requests was discussed.

Cllrs Begum and Brooks returned 11:00

Cllr Pearce reiterated his proposal. Cllr Begum seconded the proposal; five Councillors voted in favour; one Councillor voted against. Cllr Pearce proposed a recommendation to Full Council regarding the handling of future requests and the development of a policy to support this; seconded by Cllr Murray; all in favour.

72d. A paper on a proposal for a Lowestoft Town Council apprenticeship scheme – The full paper had not yet been prepared. It was anticipated that further details could be provided to the next meeting.

72e. Reviewing Grounds Maintenance and Buildings Maintenance staffing requirements and making any budget recommendations as appropriate - The Grounds Maintenance Team had made a request to the Budget and Loan Sub-Committee. Cllr Pearce proposed a recommendation to Full Council to approve the request in principle, and to ask the Finance Manager to provide details of the pro-rata cost, including on-costs, to the Full Council meeting. Cllr Brooks seconded the proposal and all Councillors voted in favour.

72f. Mentoring arrangements – A role which had been subject to mentoring arrangements was discussed.

Cllr Barker left the meeting 11:28

It was agreed for progress to be reported at the next meeting.

72g. Alignment of employer and employee notice periods in model contract of employment – Cllr Brooks proposed for the employer and employee notice periods to be aligned. Cllr Pearce seconded the proposal, and it was agreed on what the alignment of the notice periods should be. All Councillors voted in favour.

The meeting was closed at 11:58.

Lowestoft Town Council
Personnel Committee
Lowestoft Town Council
Thursday 06 November 2025 at 10:00

Signed:
19 November 2025



Lowestoft Town Council Recruitment and Selection policy

1.0 Introduction

1.1 The purpose of this policy is to set out the principles and procedures for the fair, transparent, and consistent recruitment and selection of employees at Lowestoft Town Council. It ensures compliance with all relevant UK employment legislation and promotes equal opportunities throughout the entire recruitment process.

2.0 Policy coverage

2.1 This policy applies to:

- All permanent, fixed-term, casual, and apprenticeship roles.
- All employees, hiring managers and councillors involved in recruitment activity.
- External and internal candidates.

3.0 Policy Principles

3.1 The Town Council is committed to:

- Complying with all relevant statutory requirements, including the Equality Act 2010
- Attracting high-quality applicants.
- Recruiting based on merit through fair, open, and consistent processes.
- Ensuring equality, diversity, and inclusion in all recruitment activity.
- Ensuring that all appointments are made in a cost-effective and timely manner.
- Maintaining confidentiality and data protection standards in accordance with UK GDPR.

4.0 Advertising Process

4.1 All vacancies must be authorised by the Town Clerk and Full Council before any recruitment activity begins. A job description and person specification must be prepared or reviewed and updated, if replacing a member of staff who has left.

4.2 Vacancies may be advertised:

- Internally within the Council.
- Externally through the Council's website.
- Through appropriate external job boards, professional bodies, local press, or social media.
- Via specialist recruitment channels if required for hard-to-fill roles.

The advertising method must support equal access and reflect Lowestoft Town Council's commitment to diversity. <https://lowestofttowncouncil.gov.uk/wp-content/uploads/2025/04/Equality-and-Diversity-Policy.pdf>

4.3 All job adverts must:

- Outline key responsibilities and essential criteria.
- State the salary range and employment type.
- Include closing date, interview timeline (where known), and application instructions.
- Reflect the Council's equal opportunities statement.

5.0 Application Process

5.1 Applicants must apply using the Council's official **application form**, unless an alternative method is approved by the Town Clerk as a reasonable adjustment.

CVs may be accepted **only** where explicitly permitted by the Town Clerk.

5.2 Applicants will receive confirmation of application receipt (automatic or manual). Late applications will not be accepted unless there are exceptional circumstances.

5.3 A separate equality monitoring form will be collected for statistical purposes only and will not be seen by the selection panel. **Do you do this at LTC?**

6.1 Shortlisting

6.1 A minimum of two people must undertake shortlisting.

- a. One of these must be the line manager for the position advertised.
- b. The second panel member may be a councillor for job roles including and over LTC salary band F.
- c. Candidates will be assessed solely against the **essential and desirable criteria** in the person specification.
- d. A shortlisting matrix must be completed and retained for audit purposes.

6.2 Anyone shortlisting must declare any potential conflicts. Where appropriate, alternative shortlisting representatives will be appointed.

6.3 All applicants will be informed whether they have been shortlisted. Where possible, interview dates will be communicated well in advance.

7.0 Interviews and Assessment

7.1 An interview panel will be convened.

- Panels must consist of at least two trained interviewers.

- For senior roles (including and over LTC salary band F) councillors may participate in accordance with this policy. If a councillor has been involved in shortlisting they will not be eligible for the interview panel.

7.2 Interviews may include:

- Competency-based questions.
- Technical assessments or work-based tests.
- Presentations or practical exercises (where appropriate).

Any assessment tools must be relevant, non-discriminatory.

7.3 Adjustments must be offered to ensure accessibility for candidates with disabilities or health conditions.

7.4 Panel members will use a standard scoring framework. Scores will be recorded and retained securely.

8.0 Candidate Feedback

8.1 The Council is committed to providing constructive feedback. Upon request, shortlisted candidates who are unsuccessful will receive feedback based on:

- Interview/assessment performance.
- Person specification criteria.

8.2 Feedback may be offered to non-shortlisted candidates where feasible, focusing on essential criteria not met.

9. Appointment

9.1 The successful candidate will receive a **conditional offer**, subject to:

- Right to Work checks.
- Satisfactory references (usually two).
- Verification of qualifications and professional memberships where required.
- DBS check where applicable.
- Medical/occupational health clearance (if required for the role).

9.2 A final offer with a formal written contract will be issued only once all pre-employment checks are satisfactorily completed.

9.3 Internal candidates will receive:

- Confirmation of appointment.
- Updated terms and conditions.
- A review of training and support needs.

9.4 All new starters must complete the Council's induction programme within their first three months.

10.0 Data Protection

All recruitment documents will be held securely and retained in accordance with the Council's data retention schedule and UK GDPR requirements.

Lowestoft Town Council

Apprenticeships

December 2025

Introduction

Lowestoft Town Council is committed to supporting employment opportunities through Apprenticeships, providing a role that combines on-the-job experience while studying for a qualification – essentially earning while learning.

Grounds Maintenance Team Apprentices (FY2026/27)

The Grounds Team (including both Grounds Maintenance and Building Maintenance) at LTC is looking to recruit two apprentices in Financial Year 2026/27. At the current time thinking is apprentices will be recruited to the following standards:

- (i) Level 2 Bricklayer
- (ii) Level 2 Horticulture / Landscape Construction Operative

As of 2025/26 Suffolk New College has started to offer the Level 2 Property Maintenance Operative standard which may be of interest to Lowestoft Town Council. See further details below under courses.

Course details

Level 2 Bricklayer – course at East Coast College (Great Yarmouth Campus)

- Course is a 2 year programme, with weekly day release and off-the-job training. Entry requirements are 3 GCSE grades 1-3 or Functional Skills in Maths and English

Level 2 Bricklayer – course at Suffolk New College (Rural campus)

- Course is a 2 year programme with weekly day release. Courses start in September or January. Entry is 4 GCSEs grades 1-9 or Functional Skills Level 1. On completion apprentices will be eligible for a CSCS card.

Level 2 Horticulture / Landscape Construction Operative Level 2 – via Suffolk New College, with all assessment and training undertaken in the workplace with occasional visits to college

- Course is a 2 year programme, can start anytime. Entry requirements 4 GCSEs grades 1-9 or Functional Skills Level 1
- Short courses are also included in this pathway, First Aid at work, pesticides and use of hand held pesticide tools

Level 2 Property Maintenance Operative – via Suffolk New College (Rural campus).

- Course is a 2 year programme with weekly day release. Course starts in September. Entry is 4 GCSEs grades 1-9 or Functional Skills Level 1. Course covers: carpentry and joinery, plumbing, plastering, brick and block work, tiling, painting and decorating.

Costs

Salary costs

Lowestoft Town Council will be responsible for the salary costs for the two apprentices, minimum of 30 hours per week contracts, and travel costs to and from training provision.

Apprenticeship pay scales are set by government with 2025 levels being:

- Under 19 and first year apprentice at £7.55 / hour
- Over 19 and completed first year of apprenticeship will be paid at National Minimum Wage for their age group (noting LTC are a Real Living Wage Employer and likely to offer £13.45 per hour (over 18))

The Apprenticeship wage will rise to £8.00 per hour from April 2026, meaning a 30 hour contract will be £240 in salary costs per week in financial year 2026/27. If the apprentices are over 19 by summer 2027 (year one completion), **and** there has been no increase in the Real Living Wage, then salary costs, on a 30 hour contract will be £403.50 per week.

The above costs are salary only, they do not include NIC or pension contributions which will need to be added on.

Training and assessment costs

Training and assessment costs **can be** covered by a levy transfer scheme – this is where non-levy payers, such as LTC, apply to a transfer scheme, such as the one offered by Suffolk County Council (SCC), whereby unspent levy from larger employers is distributed to smaller employers to cover the costs of apprenticeship training and assessment.

An application to the SCC scheme (known as Rising High) should be submitted in March 2026 to secure funds via the levy transfer. Other levy transfer schemes are available and Suffolk New College will also support LTC in accessing funds from employer based schemes.

Training costs are:

- Level 2 Bricklayer: £13,000
- Level 2 Horticulture: £6,000
- Level 2 Property Maintenance: £14,000

Depending on the age of the apprentice there are additional grants available, e.g. age grant award for 16-18 and in Suffolk there is an additional grant available of up to £1,000 to support equipment needs. CITB also offer grants to bricklaying apprentices, but these would need to be applied for separately.

Exact costs will be determined at the point of application as prior experience can reduce training costs. If the apprentice is over 24 at the start of the contract LTC will be required to pay a 5% co-investment fee for training, however this can be included in your application for levy share.

Timeline for LTC

The table overleaf sets out the key tasks and timeline for LTC to develop and recruit to the apprenticeship posts. Based on the premise the training will run for two years from September 2026

(potentially an earlier start for SNC Horticultural apprentice), then the training element will conclude by early summer 2028.

Date	Task	Additional comments
January 2026	Confirm East Coast College course is running Bricklaying from Sept. 2026	There is no indication that the course will not run as it is very popular, but useful to confirm.
February 2026	LTC to confirm which Bricklaying apprenticeship course to pursue (ECC at Gt Yarmouth or SNC at Rural campus) or SNC Level 2 Property Maintenance course. Additionally confirm they wish to pursue SNC Horticulture apprenticeship.	Contact both colleges to review the Apprenticeship Standard and define the specific apprenticeship journey.
January – March 2026	LTC to confirm job descriptions for apprentices	At the time of confirming job descriptions LTC to liaise with Employer Engagement teams at colleges (Gaynor Marsh at SNC or Hollie Bartram at ECC) to confirm exact Pathways for apprentices.
April – May 2026	Advertise, interview and appoint candidates	SNC can help with recruitment process e.g. advertising the vacancy and engaging with their existing talent pipeline seeking apprenticeship roles.
July / August 2026	Successful candidates to start in job roles	Horticulture apprentice can start training on appointment on SNC programme. Bricklayer / Property apprentice to start at September intake (need to have the required paperwork in place prior to issuing an apprentice contract, c. 3 weeks prior to start at college)
September 2026	Bricklayer / Property apprentice starts day release programme	
Summer 2028	Apprenticeship training programmes conclude	