

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend an **Extraordinary Personnel Committee** meeting of Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, NR32 1DE** at **10:00** on **Wednesday 7 January 2026**.

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
23 December 2025

Lowestoft Town Council
Extraordinary Personnel Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
10:00 on Wednesday 7 January 2026

AGENDA

87 Welcome

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

88 To receive and consider approval of apologies for absence

89 Declarations of Interests and dispensations

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

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

90 To consider the draft minutes and confidential note of the meeting on 4 December 2025

91 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.

92 To monitor expenditure from the staffing contingency budget

93 To refine the mandatory training document and make a recommendation on restrictions to be implemented for Councillors who fail to complete mandatory training

94 To consider the following regarding staffing (confidential):

94.1 To consider matters relating to salary parity and payment of Real Living Wage

95 Date of next meeting

Thursday 5 February 10:00

96 Items for the next agenda and close

97 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

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

MINUTES

Present: Cllrs Sonia Barker, Neil Coleby, Jen Jones, John Murray, Christian Newsome (Chair) and Andy Pearce

In attendance: Sarah Foote (Town Clerk) and Taylor Williams (Committee Clerk and Planning Assistant)

76 Welcome

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

77 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Nasima Begum, Wendy Brooks, Bernie Rappensberger and Nick Webb with reasons provided. Cllr Coleby proposed approval of apologies received; seconded by Cllr Pearce; all in favour.

Cllr Parker had tendered his resignation from Personnel and was thanked for his time on the Committee.

Cllrs Connor Blowers and Keith Patience were absent with no apologies received.

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 – There were no declarations.

78.2 To consider written requests for dispensations for interests and note dispensations granted – No written requests for dispensations had been received.

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

Cllr Pearce proposed approval of the draft minutes and confidential note and requested an item in the confidential note be discussed in confidential session, in relation to whether it required ratification from Full Council; seconded by Cllr Barker; all in favour.

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

81 To monitor expenditure from the Staffing Contingency budget

There was nothing to raise under this item.

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

This item would be discussed in confidential session.

83 To consider the following regarding staffing (confidential):

83.1 To receive the Town Clerk's appraisal – This item would be discussed in confidential session.

83.2 To consider a draft Recruitment and Selection Policy – This item would be discussed in confidential session.

83.3 To receive a paper on salary scale banding – This item would be discussed in confidential session.

83.4 To consider a Lowestoft Town Council Apprenticeship Scheme, and related costs and training provisions – This item would be discussed in confidential session.

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Thursday 4 December 2025 10:00

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

No items were requested for the next agenda.

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 – Cllr Pearce proposed the meeting be moved into confidential session; seconded by Cllr Coleby; all in favour.

The Chair closed the meeting and moved into confidential session at 10:07

85 Items for the next agenda and close

Recommendations made in the previous meeting needed to be approved by Full Council and would be tabled accordingly on the December agenda.

Cllr Pearce proposed an item be tabled for the February 2026 Full Council agenda to consider a resolution on what action could be taken when a Councillor has failed to attend mandatory training, with the intention to implement this in the 2026-2027 financial year.

Cllr Pearce amended the proposal to have Personnel consider this first at its January 2026 meeting and make a recommendation to the January 2026 Full Council, that way Councillors would be aware of the consequences of not attending the data protection training in February. One suggestion was that Councillors who do not complete data protection training no longer be permitted to access confidential data. Cllr Coleby seconded the proposal and requested an amendment for Personnel to consider what training was required and what restrictions could be implemented for failure to complete any of the required training.

Cllr Pearce refined the proposal to have an item on the December Full Council agenda wherein Councillors would be informed that if they do not attend the mandatory data protection training, then confidential data will not be shared with them, furthermore, an item would be tabled on the January 2026 Personnel agenda to refine the mandatory training document and in each case clarify what the consequences would be for Councillors who have not attended training; seconded by Cllr Coleby; all in favour.

Cllr Murray requested an item to consider Emergency Response Planning. It was agreed for this to be discussed at the next Community Safety Sub-Committee.

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

The Town Clerk reported a possible data breach and resulting actions were discussed.

Cllr Pearce made a confidential proposal on further actions to be taken; seconded by Cllr Coleby; all in favour.

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83.1 To receive the Town Clerk's appraisal – The appraisal was received and noted. Cllr Pearce proposed to endorse the contents of the appraisal and the rating provided; seconded by Cllr Coleby; all in favour.

83.2 To consider a draft Recruitment and Selection Policy - Cllr Coleby proposed acceptance of the policy; seconded by Cllr Newsome; all in favour.

Cllr Pearce proposed section 7.1 be amended to state only trained individuals would sit on interview panels. In the implementation of section 7.1 relevant interview training, in the context of recruitment, would be made available to all Councillors, with the caveat that only Councillors who had attended the training would be permitted to sit on interview panels effective from April 2026. A delegation was given to officers to source appropriate training and consider inhouse options, so long as it is credible.

It was clarified that this training also extended to officers, who would also need to receive the training to sit on interview panels. Cllr Coleby seconded the proposal and a vote was held with all in favour.

83.3 To receive a paper on salary scale banding – The paper was reviewed.

Cllr Jones temporarily left the chamber at 11:06

Cllr Jones returned to the chamber at 11:08

Cllr Pearce proposed to adopt the policy as is; seconded by Cllr Barker; all in favour.

83.4 To consider a Lowestoft Town Council Apprenticeship Scheme, and related costs and training provisions – The premise of the paper was for it to be accepted as a working document so as to inform the budget and take on apprentices in the 2026-2027 financial year.

Cllr Pearce proposed the draft be accepted as a working document; seconded by Cllr Coleby.

Cllr Barker temporarily left the chamber at 11:27

A vote was held with all in favour.

Officers were thanked for their work that has brought the Town Council to a position where it can offer apprenticeship opportunities.

The Committee Clerk left the chamber at 11:39

83.3 To receive a paper on salary scale banding - A confidential discussion took place regarding development opportunities for staff and parity of salaries.

The Chair closed the meeting at 11:50

Signed:

7 January 2026