

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 Thursday 30 April 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
24 April 2026

Lowestoft Town Council
Extraordinary Personnel Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
10:00 on Thursday 30 April 2026

AGENDA

109 Welcome

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

110 To receive and consider approval of apologies for absence

111 Declarations of Interests and dispensations

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

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

112 To consider the draft minutes and confidential note of the meeting on 5 March 2026

113 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.

114 To monitor expenditure from the staffing contingency budget

115 To consider an extension to the Employee Assistance Programme

116 To consider booking a health station for Councillors and officers to access

The health station will be sited at the Hamilton House office and Unit 2 for two weeks each

117 To adopt a mandatory staff training programme

118 To receive an update on the Town Council Apprentice Programme, including consideration of additional apprenticeships (some aspects may be confidential)

119 To consider matters relating to staff terms and conditions (confidential)

120 To consider matters relating to resourcing (confidential)

121 Date of next meeting

Lowestoft Town Council
Extraordinary Personnel Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
10:00 on Thursday 30 April 2026

To be confirmed at the Annual General Meeting

122 Items for the next agenda and close

123 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
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 5 March 2026 10:00

MINUTES

Present: Cllrs Wendy Brooks, Jen Jones, John Murray and Nick Webb (Deputy Chair)

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

98 Welcome

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

99 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Sonia Barker, Nasima Begum, Christian Newsome, Andy Pearce and Bernie Rappensberger with reasons provided. Cllr Jones proposed approval of the apologies received; seconded by Cllr Brooks; all in favour.

Cllr Coleby was absent with no apologies provided.

100 Declarations of interests and dispensations

100.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from Councillors on items on the agenda – There were no declarations.

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

101 To consider the draft minutes and confidential note of the extraordinary meeting on 7 January 2026 and the confidential note of the meeting on 4 December 2025

Cllr Brooks proposed approval of the draft minutes and both confidential notes; seconded by Cllr Murray; all in favour.

102 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.

103 To monitor expenditure from the staffing contingency budget

The Finance Manager had raised concerns regarding the available amount of Earmarked Reserves that could be transferred at the end of year. The reasons for this would be noted in confidential session.

104 To consider the following regarding staffing (confidential):

104.1 To consider adoption of an additional leave policy as an addendum to the Employee Handbook – This item would be discussed in confidential session.

105 To consider the following regarding Councillors (some aspects may be confidential)

There was a general discussion on ensuring the number of items discussed in confidential session were kept to the necessary minimum, with clear reasons to be provided for any items that must be taken into confidential session.

105.1 To receive the results of the Meeting Culture Survey – The Committee agreed the broad issues raised in the survey could be discussed in public session.

A common point of contention raised in the survey was the definition of bullying and concerns were expressed on how the accusations of bullying tended to undermine true incidents of bullying.

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Personnel Committee

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Thursday 5 March 2026 10:00

It was agreed for the remainder of the discussion to be continued in confidential session.

105.2 To receive an update on possible data breach and agree any resulting actions – The Town Clerk confirmed the situation had been resolved.

105.3 To note the amended Councillor Training Programme and receive the Councillor Training Record for the 2025/2026 civic year – Any sanctions and restrictions to be enacted against Councillors who have not completed the required training would need to be discussed in confidential session.

A query was raised on the purpose of the Employment Law and Recruitment and Selection training and how the training would be applied by Councillors. The Town Clerk notified the Committee there may be difficulties in acquiring external training providers, such as for Employment Law, as providers tended to not be sector specific.

The Committee agreed that The Good Councillor's Guide to Employment from the National Association of Local Councils be used as a training exercise.

106 Date of next meeting

Thursday 2 April 10:00

107 Items for the next agenda and close

No items were requested for the next agenda.

108 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 Jones proposed the meeting be moved into confidential session; seconded by Cllr Murray; all in favour.

The Chair closed the meeting to the public and moved into confidential session at 10:21

103 To monitor expenditure from the staffing contingency budget

There was a confidential discussion on the staffing contingency budget and the concerns raised by the Finance Manager.

The Committee were assured the budgets were being managed and the necessary adjustments were being made.

104.1 To consider adoption of an additional leave policy as an addendum to the Employee Handbook – Cllrs Jones proposed approval to adopt the additional policy; seconded by Cllr Murray; all in favour.

105.1 To receive the results of the Meeting Culture Survey – The Committee discussed the results, the key issues highlighted by the survey and there were considerations on what action could be taken by the Town Council to address the issues raised.

105.2 To receive an update on possible data breach and agree any resulting actions – The data breach had been resolved.

105.3 To note the amended Councillor Training Programme and receive the Councillor Training Record for the 2025/2026 civic year – The Committee reviewed the amended programme

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Thursday 5 March 2026 10:00

and noted the training record. The Training Record would be provided to the Annual General Meeting.

The Chair closed the meeting at 11:20

Signed:
2 April 2026