

Lowestoft Town Council
Personnel Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Tuesday 9 June 2026 10:00

MINUTES

Present: Cllrs Nasima Begum, John Murray, Andy Pearce, Bernie Rappensberger and Dom Taylor

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

1 Welcome

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

2 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Wendy Brooks, Jen Jones, Christian Newsome, Terry Robinson and Nick Webb with reasons provided. Cllr Begum proposed approval; seconded by Cllr Pearce; all in favour.

3 Declarations of interests and dispensations

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

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

4 To consider the draft minutes and confidential note of the extraordinary meeting on 30 April 2026

Cllr Pearce proposed approval of the draft minutes and confidential note; seconded by Cllr Begum; all in favour.

5 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.

6 To review and adopt Committee arrangements:

6.1 To note the membership of the Personnel Committee – Cllrs Nasima Begum, Wendy Brooks, Jen Jones, John Murray, Christian Newsome, Andy Pearce, Bernie Rappensberger, Terry Robinson, Dom Taylor and Nick Webb were members of the Committee.

6.2 To appoint the Deputy Chair of the Personnel Committee – Cllr Pearce nominated himself as Deputy Chair; seconded by Cllr Begum; all in favour.

6.3 To review and adopt the Terms of Reference – Cllr Pearce proposed approval of the Terms of Reference, subject to the following amendments:

- 6.1.5 (paragraph one) or 6.1.6 (second bullet point) be removed as the two items were duplications.
- 6.1.12 to amend 'annual' to 'annually'.
- Financial delegations be amended to include the operational delegation on the contingency budget to the Town Clerk, with Personnel to monitor the expenditure. To also include the delegation to this Committee to authorise the commissioning and associated costs of Occupational Health reports where required, in accordance with its responsibility to manage longer-time sickness absence.

Cllr Rappensberger seconded the proposal and a vote was held with all in favour.

6.4 To agree the meeting schedule – Cllr Begum propose to approve the current schedule of the second Tuesday of the month at 10:00; seconded by Cllr Murray; all in favour.

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- 6.5 To review the delegations of the Personnel Committee – Cllr Pearce proposed this item be considered resolved under item 6.3 as the delegations were set out in the Terms of Reference; seconded by Cllr Begum; all in favour.
- 6.6 To note this Committee's responsibilities with the Risk Register and consider the relevant risks, ensuring implementation of the control measures – The Committee noted the method to identify high risks may need to be considered and refined. The red rated risk was IT.3, which was ranked with a severity of 3 and a likelihood of 4.

Cllr Pearce proposed two further mitigation controls be added:

- Town Councillors only access emails and data on their Lowestoft Town Council (LTC) owned laptops and were not permitted to use their personal devices.
- Failure of Councillors to attend mandated training for data security would result in confidential data being withheld from those Councillors.

Furthermore, the Committee needed to understand the reasoning for the likelihood being rated 4 and it was requested a briefing paper be submitted to explain this rating and if there were any unmitigated risks that needed to be addressed, though the addition of the two mitigation controls should reduce the likelihood rating for the risk.

It was requested the risk register be updated with new data and then return to the Committee for consideration.

Cllr Rappensberger seconded the proposal and a vote was held with all in favour.

Cllr Taylor proposed Personnel be added as a responsible Committee for risk HS.1 as it concerned staff members. It was noted that staff monitored all risks and it would not be necessary to add the Personnel Committee to the list of responsible Committees as it was already covered by the Assets, Inclusion and Development Committee and the Events and Communications Committee. There was no seconder to the proposal.

7 To monitor expenditure from the staffing contingency budget

The budget was received and noted.

8 To note DBS checks requirements for Councillors

Cllr Murray proposed to endorse Councillors being DBS checked; seconded by Cllr Taylor; all in favour.

9 To consider the Town Council's Disability Confident Employer status

The Committee requested officers to seek best advice on how to progress LTC's status and return to the Committee with further information.

10 To note implementation of the Member Support Programme

The implementation of the programme was noted and information was sent to all members via the Councillor Update. It was clarified whilst the programme would be referred to as the 'Member Support Programme' internally, the technical name was 'Employee Support Programme'.

11 To further consider the Town Council's meeting culture and implementation of the new Committee structure and training outcomes

Training has been provided and completed by most Councillors.

The next Chairs Forum was due to be arranged with the Town Clerk in attendance.

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The new Committee structure has been implemented and would be monitored over the civic year to ensure the meetings were not overloaded.

Cllr Begum requested a query be raised in confidential session.

Cllr Murray proposed the situation be monitored and the next Chairs Forum be arranged; seconded by Cllr Pearce; all in favour.

12 To consider the following regarding staffing (confidential):

- 12.1 To receive the Town Clerk's interim appraisal review – To be discussed in confidential session.
- 12.2 To consider matters in relation to a Town Council Sickness Absence Policy – To be discussed in confidential session.
- 12.3 To consider matters in relation to a Town Council Pension Policy – To be discussed in confidential session.
- 12.4 To consider matters regarding the implementation of the Real Living Wage – To be discussed in confidential session.

13 Date of next meeting

Tuesday 14 July 10:00

14 Items for the next agenda and close

No items were requested for the next agenda.

15 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 closed to the public and moved to confidential session; seconded by Cllr Rappensberger; all in favour

The Chair closed the meeting to the public and moved into confidential session at 11:08

11 To further consider the Town Council's meeting culture and implementation of the new Committee structure and training outcomes

There was a confidential discussion on the meeting culture and training outcomes.

12 To consider the following regarding staffing (confidential):

- 12.1 To receive the Town Clerk's interim appraisal review – Cllr Murray proposed to note receipt of the interim appraisal review; seconded by Cllr Pearce; all in favour. Cllr Pearce made a confidential proposal; seconded by Cllr Murray; all in favour.
- 12.2 To consider matters in relation to a Town Council Sickness Absence Policy – There was a discussion on a Sickness Absence Policy. Cllr Pearce made a confidential proposal; seconded by Cllr Rappensberger; all in favour.

The Finance Manager entered the chamber at 11:39

- 12.3 To consider matters in relation to a Town Council Pension Policy – Cllr Pearce made a confidential proposal; seconded by Cllr Begum; all in favour.

The Finance Manager left the chamber at 11:49

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- 12.4 To consider matters regarding the implementation of the Real Living Wage – There was a discussion on the implementation of the Real Living Wage and a confidential proposal was made by Cllr Murray; seconded by Cllr Pearce; all in favour.

The Chair closed the meeting at 11:59



Signed:

28 July 2026