



**Minutes of the Kirton in Lindsey Town Council
Personnel and Disciplinary Committee Meeting
held in the Town Hall, High Street, Kirton in Lindsey,
on Monday 14th May 2018 at 10.00am.**

Members Present: Cllr Paul Kelly (Chair), Cllr Maggie Davies, Cllr Pat Frankish.
Also present: Neil Taylor-Matson, Town Clerk

Public Participation:

No members of the public were present.

MINUTES

- PD 1805/01 Apologies
No apologies were received.
- PD 1805/02 Declaration of Interests / Dispensations
There were no Declarations of Interests reported and no dispensations sought/granted.
- PD 1805/03 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960
The committee considered the exclusion on the public and press due to the confidential nature of the items to be discussed.
RESOLUTION: *That the public and press be excluded.*
- PD 1805/04 Minutes of the Previous Meeting
The Committee considered the minutes of the Personnel & Disciplinary Committee Meeting held on Tuesday 20th February, 2018.
RESOLUTION: *That the Minutes be signed as a true and accurate record.*
- PD 1805/05 Job Descriptions for Town Clerk
The Committee discussed the job descriptions for Town Clerk, RFO and Burial Clerk and agreed actions required.
RESOLUTION: *The Committee discussed that previous agreement had been given to review the job description within six months of the Clerk taking up post, which will be September 2018. The three job descriptions are to be tidied and amalgamated into one with the intention of bringing drafts to the next meeting of the P&D Committee.*
ACTION: Cllr Kelly
- PD 1805/06 Town Clerk contract and pension
It was agreed to discuss point b initially and then return to discuss point a.
b. The Committee considered the annual leave dates for the Town Clerk.
RESOLUTION: *That annual leave from 4th to 14th June 2018 was approved with further discussion to take place at the relevant meetings about the meeting dates for the June PK and FGP&P meetings. Clerk to ensure information regarding the office closure period is made available to the public.*
ACTION: Town Clerk
RESOLUTION: *That Cllr Startin is approached to request his consideration to providing burial clerk cover in any urgent situations which arise between 4th to 14th June 2018.*
ACTION: Town Clerk
a. The Committee discussed the contract of employment and pension arrangements for the Town Clerk and agreed actions required.
RESOLUTION: *That the NALC 2018-19 Pay Award was noted.*
RESOLUTION: *That research continues into pension provision, including details of the scheme the Town Council previously agreed to set up in 2015 as well as local government pension scheme requirements.*
RESOLUTION: *That until a Town Council pension scheme is formally agreed,*

Signed:

Dated:

the Clerk pays pension contributions into the AVIVA scheme discussed.

ACTION: Town Clerk / P&D Committee Members

PD 1805/07

Sickness Absence Policy

The Committee received the draft policy from Cllr Kelly for consideration.

RESOLUTION: *That comments are provided to Cllr Kelly prior to the distribution of a further draft for all Councillors before recommendation for adoption at a Full Council Meeting.*

ACTION: P&D Committee Members

PD 1805/08

Training

The Committee received an update on training and training needs and agreed any actions required.

RESOLUTION: *That the Clerk continues to work towards the CiLCA qualification.*

ACTION: Town Clerk

PD 1805/09

Agenda for next and future meetings

The Committee considered items to place on the agenda for next or future meetings.

RESOLUTION: *That job description, pension arrangements, sickness absence policy and training remain standing items on the Agenda at the current time.*

ACTION: Town Clerk

PD 1805/10

Next Meeting

The Committee agreed the date and time of the next Personnel and Disciplinary Committee Meeting will be (subject to any change in circumstances) Monday 2nd July 2018 at 10am.