

**Minutes of the Kirton in Lindsey Town Council
Personnel and Disciplinary Committee Meeting
held at the Town Council Office, Town Hall, High Street, Kirton in Lindsey,
on Tuesday 16th January 2018 at 11.00am.**

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

Public Participation:

No members of the public were present.

MINUTES

- PD 1801/01 Election of Chair.
RESOLUTION: Cllr Paul Kelly was confirmed elected as Chair of the Committee.
- PD 1801/02 Apologies
Apologies were received from Madeleine Goudie, Town Clerk.
- PD 1801/03 Declaration of Interests / Dispensations
There were no Declarations of Interests reported and no dispensations sought/granted.
- PD 1801/04 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 1801/05 Minutes of the Previous Meeting
The Committee considered the minutes of the Personnel & Disciplinary Committee Meeting held on Monday 20th November, 2017
RESOLUTION: That the Minutes be signed as a true and accurate record.
- PD 1801/06 Staff Support
The Committee discussed actions required relating to support for the Clerk and Assistant Clerk.
RESOLUTION: That all staff employed by Kirton in Lindsey Town Council will have regular meetings with the Chair of the Personnel and Disciplinary Committee, initially to be once per month but with the frequency to be reviewed as part of these meetings.
ACTION: Chair / Clerk
RESOLUTION: That Personnel files held by Kirton in Lindsey Town Council are reviewed and formalised by the Chair of the Personnel and Disciplinary Committee.
ACTION: Chair / Clerk
- PD 1801/07 Appraisal
The Committee discussed staff appraisal procedures.
RESOLUTION: That the Appraisal form is developed into an Objective-based Appraisal form to be introduced during this year and that current Appraisals are revisited in order to include objectives to work towards.
ACTION: Chair / Clerk
- PD 1801/08 Training
The Committee discussed training requirements for Town Council staff.
RESOLUTION: That training logs are to be developed and maintained and that staff submit details of training required including costings for consideration by the Personnel and Disciplinary Committee
ACTION: Clerk

PD 1801/09

Assistant Clerk

The Committee discussed matters relating to the changes to the contract of employment for the Assistant Clerk.

RESOLUTION: *That the Committee decided to appoint the Assistant Clerk from 29th January 2018 on NJC SCP 22 with statutory pension payments. The Chair will prepare the amended contract of employment.*

ACTION: Chair

RESOLUTION: *That the Chair will carry out research into pension provision.*

ACTION: Chair

PD 1801/10

Clerk/Council Interface

The Committee discussed the current information received by Council by the Clerk and Assistant Clerk and agreed recommendations to take to the next Full Council meeting.

RESOLUTION: *That a report be prepared for Full Council detailing proposals around the distribution and receipt of information to Councillors.*

ACTION: Clerk

Next Meeting:

To Committee agreed the date and time of the next Personnel and Disciplinary Meeting as (subject to any change in circumstances):

Tuesday 23rd January 2018 at 11am, in the Heritage Room, Town Hall, High Street, Kirton in Lindsey.