

**Minutes of the Kirton in Lindsey Town Council
Personnel and Disciplinary Committee Meeting
held at the Heritage Room, Town Hall, High Street, Kirton in Lindsey,
on Monday 20th November 2017 at 11.00am.**

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

Public Participation:

No members of the public were present.

It was proposed to move Agenda item 1711/05 up the Agenda to be considered prior to 1711/04.

MINUTES

- PD 1711/01 To receive apologies for absence.
No apologies received.
- PD 1711/02 Declaration of Interests and Dispensations
There were no Declarations of Interests reported and no dispensations sought/granted.
- PD 1711/03 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 1711/05 Election of Chair
Cllr Frankish proposed to elect Cllr Paul Kelly as Chair of the Committee but also proposed to Chair this meeting in his absence.
RESOLUTION: *That Cllr Kelly would be elected as Chair, pending his approval of this with a further election of chair to be placed on the next Agenda if required.*
- PD 1711/04 Minutes
The Committee considered the minutes of the Personnel & Disciplinary Committee Meeting held on Thursday 30th March, 2017
RESOLUTION: *That the Minutes be signed as a true and accurate record.*
- PD 1711/06 Reporting Protocols
The Committee discussed and agreed reporting protocols.
RESOLUTION: *That the records already in place for annual leave, and sickness be made readily available to the Chair of the Committee.*
ACTION: Clerk
- PD 1711/07 Complaints Procedure
The Committee discussed the advisory note for handling complaints from ERNLLCA and agreed actions required.
RESOLUTION: *The Committee approved the personalisation of the Complaints Procedure for Kirton in Lindsey Town Council and recommended that this is then taken for approval to Full Council in December for adoption as part of the policies and procedures.*
ACTION: Clerk

PD 1711/08

Training

The Committee received an update on training and training needs.

RESOLUTION: That a recommendation is put to Full Council in December for the Assistant Clerk to embark on CiLCA and the further cemetery training is arranged for the Clerks. That the Chair of the Committee meets with the Clerks at least every three months in order to complete welfare check. ACTION: Clerk

PD 1711/09

Clerk Hours

a. The Council considered additional hours for the Assistant Clerk

RESOLUTION: That a report be prepared for Full Council detailing the designation of work between the Clerk and Assistant as part of a full proposal to the Town Council. That meeting/sub-committee remits are considered alongside work load with proposals to be put to Town Councillors about a potential rota of two-hour slots during public office hours. The work load to be considered by Council to highlight the work that is to be done and any that cannot be done within the hours assigned to the Clerks.

ACTION: Clerk

b. The Council agreed working hours in the office.

RESOLUTION: That the public office hours will be 12-5pm on Mondays and Wednesdays. That the Clerk is authorised to work from home on Thursdays but will attend the office if required.

ACTION: Clerk