



**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 21st January 2019 at 09.30am.**

Members Present: Cllr Kathy Cooper (Chair), Cllr Maggie Davies and
Cllr Pat Frankish.

Also present: Neil Taylor-Matson, Town Clerk

Public Participation:

No members of the public were present.

MINUTES

- PD 1901/01 Election of Chair
The Committee received nominations from Cllr Cooper following the resignation of Cllr Kelly.
RESOLUTION: That Cllr Cooper was elected Chair of the P&D Committee.
ACTION: Town Clerk
- PD 1901/02 Apologies
No apologies were received.
- PD 1901/03 Declaration of Interests / Dispensations
There were no Declarations of Interests reported and no dispensations sought or granted.
- PD 1901/04 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960
The committee considered the exclusion of the public and press due to the confidential nature of the items to be discussed.
RESOLUTION: That the public and press be excluded.
- PD 1901/05 Minutes of the Previous Meeting
The Committee considered the minutes of the Personnel & Disciplinary Committee Meeting held on Monday 8th October, 2018.
RESOLUTION: That the minutes be signed as a true and accurate record.
- PD 1901/06 Job Description for Town Clerk
The Committee received feedback from ERNLLCA on the draft incorporating the three roles of Town Clerk, RFO and Burial Clerk into one job description.
RESOLUTION: That the agreed amendments are made and the document is then sent to Cllr Cooper for further evaluation with ERNLLCA.
ACTION: Town Clerk
- PD 1901/07 Workload and training review
The Committee reviewed the Clerk's Tasks and Actions and received an update on training and training needs.
RESOLUTION: That tasks and actions ongoing and outstanding were noted and it was agreed that the majority are either waiting on responses from others or awaiting the appropriate timing points.
RESOLUTION: The Town Clerk believes the current tasks and actions are manageable.
RESOLUTION: The Clerk's successful completion of the CiLCA qualification on 09/01/2019 was noted.
RESOLUTION: The Clerk's request to attend Event Safety training on Tuesday 5th February at Barton upon Humber (no cost) was approved.
ACTION: Town Clerk

Signed:

Dated:

PD 1901/08

Town Clerk contract

a. The Committee discussed the contract of employment arrangements for the Town Clerk.

RESOLUTION: *The hours worked were considered and it was agreed that the Clerk remains on 34 hours per week for review at the next quarter.*

ACTION: Town Clerk

RESOLUTION: *That a recommendation is taken to the next Full Council meeting that following the successful completion of the CiLCA qualification the terms of the contract of employment are honoured and the Clerks pay scale is revised to NJC SPC 30 (substantive grade) with effect from 09/01/2019.*

ACTION: Town Clerk

b. The Committee considered 2019 annual leave dates for the Town Clerk.

RESOLUTION: *That annual leave dates are approved and that contingency options are considered by the Full Council for periods of leave with consideration for the appointment of a Deputy Clerk or request that a Councillor minutes and actions Committee meetings in June 2019.*

ACTION: Town Clerk

PD 1901/09

Agenda for next and future meetings

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

RESOLUTION: *None requested at this time.*

PD 1901/10

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 15th April 2019 at 9:30am.

Signed:

Dated: