



**Minutes of the Kirton in Lindsey Town Council
Personnel and Disciplinary Committee Meeting held
on Monday 29th June 2020 held virtually via PowWowNow at 2pm.**

Members Present: Cllr Kathy Cooper (Chair), Cllr Pat Frankish and Cllr Jack Startin.
Also present: Town Clerk, Neil Taylor-Matson

This meeting was held virtually in line with the temporary powers enabled by Section 78 of the Coronavirus Act 2020, enacted 25th March 2020. Members of the public were provided with details of how to join the meeting via the published Agenda and online.

Public Participation:

No members of the public were present.

MINUTES

- PD2006/01 Apologies
No apologies were received.
- PD2006/02 Declaration of Interests / Dispensations
There were no Declarations of Interests reported and no dispensations sought or granted.
- PD2006/03 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.
- PD2006/04 Minutes of the Previous Meeting
The Committee considered the minutes of the Personnel & Disciplinary Committee Meeting held on Tuesday 30th December 2019.
RESOLUTION: That the minutes be signed as a true and accurate record.
- PD2006/05 Workload and training review
The Committee received a brief update regarding the Town Clerk's roles and overall workload.
- PD2006/06 Town Council Staff
The Committee received and considered applications received for the advertised role of Assistant Clerk, agreeing next steps and actions required.
RESOLUTION: That a late application be acknowledged, however to be advised that it would be unfair to the applicant who had applied to seek a further completed application after the deadline had passed and that there is a duty to progress the current application to interview stage, however if the applicant is unsuccessful the post will be re-advertised and the Committee would then welcome further applications. ACTION: Town Clerk
RESOLUTION: It was agreed that the applicant had presented a strong case and should be interviewed.
RESOLUTION: That the Clerk invite the applicant for an informal meeting, following all current social distancing guidance, to discuss the role and to answer any questions the applicant may have ahead of a formal interview. ACTION: Town Clerk
RESOLUTION: That the Clerk feeds back to the Committee the arrangements made and any relevant information following the informal chat so that an interview date can be set. ACTION: Town Clerk
RESOLUTION: That the interview is take place via an online meeting in order to meet with the current social distancing requirements specifically in relation to shielding.
RESOLUTION: Interview date to be decided following informal meeting between applicant and Clerk.
RESOLUTION: Cllr Cooper to draft questions for the interview and circulate to

Committee members.**ACTION: Cllr Cooper**

PD2006/07

Agenda for next and future meetings

The Committee noted any items Councillors wish to place on the agenda for the next or future meetings.

- Detailed discussion on division of labour between Clerk and Assistant Clerk
- Clarification of the proposed working hours for the Assistant Clerk
- Drawing up of the Contract of Employment and associated documents for the post.

PD2006/08

Date of next meeting

To be confirmed but to be held prior to the interview date set for the Assistant Clerk post.

<u>Present:</u>	Cllr Kathy Cooper
	Cllr Pat Frankish
	Cllr Jack Startin

Signed:

Dated: