



**Minutes of the Kirton in Lindsey Town Council
Personnel and Disciplinary Committee Meeting,
held in the Town Hall, High Street, Kirton in Lindsey,
on Friday 7th July 2022 at 1:30pm.**

Members Present: Cllr Kathy Cooper (Chair), Cllr Pat Frankish and Cllr Karen Gunn.
Also present: Assistant Clerk, Cheri Morton and Town Clerk, Neil Taylor-Matson

Public Participation:

No members of the public were present.

MINUTES

- PD2207/01 Apologies
No apologies received.
- PD2207/02 Declaration of Interests / Dispensations
There were no Declarations of Interests reported and no dispensations sought or granted.
- PD2207/03 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.
- PD2207/04 Minutes of the Previous Meeting
The Committee considered the minutes of the Personnel & Disciplinary Committee Meeting held on Friday 18th March 2022.
RESOLUTION: That the minutes be signed as a true and accurate record.
- PD2207/05 Assistant Clerk update
The Committee discussed the Assistant Clerks current workload, taking into account contract hours, responsibilities (including roles in working groups) and training opportunities or needs. The appraisal report dated 17th June was noted with positive comments covering the probationary period which has now come to an end. The differences between an Assistant Clerk role and a Deputy Clerk role were discussed as well as a growing confidence in the role. Attendance at meetings and events as a work or voluntary role was discussed. The Committee gave a note of thanks to the Assistant Clerk and congratulated her in achievements so far.
RESOLUTION: That the six-month probationary period is successfully completed.
ACTION: Town Clerk
RESOLUTION: That attendance at meetings is trialled as a paid working role for a period of six months until December 2022 and then reviewed.
ACTION: Town Clerk
RESOLUTION: That attendance of events in a supporting role is only appropriate when it is a requirement.
ACTION: Assistant Clerk/Town Clerk
- PD2207/06 Town Clerk update
The Committee discussed the Town Clerks role, taking into account workload, contract hours, responsibilities (including roles in working groups), and training opportunities or needs. The Clerk reported a continuing heavy workload with average hours of work required increasing from the contracted 34 per week to 38 hours per week across June. It was felt that this should settle down if the non-meeting period of August is achieved. The Clerk raised concerns over the view of the Council to consider removal of some outstanding actions when workload peaked, as all actions of the Council were important but some just needed prioritising over others. The Committee discussed the delegation of actions to Councillors and the need for this to be approved by Council and concerns that working groups may add to the Clerk's workload on matters they have a remit to deal with. The support of Council projects, including the invited involvement of community groups, was discussed - particularly the importance of Council representation. It was felt that amongst the nine members at least one would usually be available to offer this representation in place of the Clerk, as this was outside the remit of the Clerk role.
RESOLUTION: That a report is prepared for Full Council noting that work coming out of tasks and actions or working groups is brought back to the Council for approval and not reassigned outside of meetings.
ACTION: Cllr Cooper
- PD2207/07 Policies
The Committee reviewed the recommended amendments to the Member/Officer Protocol policy document and agreed any actions required for recommendation to Full Council. The recommendations were discussed. Cllr Gunn requested that all emails received from residents are reported to Council or recorded/printed. The Clerk noted the differing types of correspondence ranging from reporting of potholes to matters requiring a decision of

Signed:

Dated:

the Council and the importance of relevance. The name of the policy was discussed due to the recent confusion over the term 'Officer' highlighted.

RESOLUTION: That the recommended amendments are approved. ACTION: Town Clerk
RESOLUTION: That the policy is renamed "Councillor/Officer Protocol". ACTION: Town Clerk
RESOLUTION: That the draft is circulated in isolation ahead of the July Full Council Meeting requesting that all Councillors read the policy and respond back to the Clerk confirming they have read and understood the policy and that they bring any queries or further recommendations to the July Full Council meeting with the view that the finalised policy can be approved at that meeting. ACTION: Town Clerk

PD2207/08

Committee Membership

The ad-hoc and often short notice requirements of P&D Committee meetings was discussed. The number of Councillors recommended to be assigned to the Committee was discussed. Cllr Gunn requested to resign from the Committee, with a view to another Councillor taking up the vacant position.

RESOLUTION: That Cllr Gunn resigns from the P&D Committee. ACTION: Town Clerk

PD2207/09

Agenda for next and future meetings

No matters were noted at this time.

PD2207/10

Date of next meeting

Date and time to be confirmed as required.

The meeting closed at 2:30pm

Signed:

Dated: