



**Minutes of the Kirton in Lindsey Town Council  
Personnel and Disciplinary Committee Meeting,  
held in the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey, on  
Tuesday 6<sup>th</sup> February 2024 at 3:30pm.**

Members Present: Cllr Karen Gunn (Chair), Cllr Billy Boyd and Cllr Joy Kofoed.  
Also present: Assistant Clerk, Cheri Morton and Town Clerk, Neil Taylor-Matson

**MINUTES  
PD2402/01**

Apologies  
No apologies were received.

**PD2402/02**

Declaration of Interests / Dispensations  
There were no Declarations of Interests reported and no dispensations sought or granted.

**PD2402/03**

Public Participation  
No members of the public were present.

**PD2402/04**

Minutes of the Previous Meeting  
The Committee approved the minutes of the Personnel & Disciplinary Committee Meeting held on Tuesday 14<sup>th</sup> November 2023. The Clerk noted the update, in relation to the actions from the meeting, following contact with ERNLLCA that they will offer advice to Officers of the Council which is contextual to their role.  
**RESOLUTION: That the minutes be signed as a true and accurate record.**

**PD2402/05**

Committee Remit and Structure  
The Committee considered reviewing the current Committee structure and Committee Remit. The Clerk reported the offer from the Executive Officer at ERNLLCA to attend a future meeting of the P&D Committee to advise on best practices for the structure and remit of a personnel committee.  
**RESOLUTION: That the offer from Executive Officer is accepted and work on the structure, committee remit and recruitment policy is deferred and completed for taking to Full Council for consideration until afterwards, following the advice received.** ACTION: Town Clerk  
**RESOLUTION: For Cllr Gunn to provide details to the Clerk of availability in March and April for a P&D Committee Meeting which will include the Executive Officer from ERNLLCA.**

ACTION: Cllr Gunn

**PD2402/06**

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.**

**PD2402/07**

Staff Contracts  
The Committee considered adoption of the new model contract document provided by NALC and endorsed by SLCC.  
**RESOLUTION: That adoption of the new model contract document is agreed.** ACTION: Town Clerk  
**RESOLUTION: That under Working Hours, the contract for the Town Clerk is amended to include "Your normal working hours are to be worked on a flexible basis, however you are required to be available during advertised office public opening hours between 12noon and 4pm on Tuesdays and Thursdays and at other times by prior appointment to meet with members of the public."** ACTION: Town Clerk  
**RESOLUTION: That with this amended wording, the Committee agree for the contract to be signed.** ACTION: Town Clerk  
**RESOLUTION: That under Place of Work, the contract for the Assistant Clerk is amended to include "You will work from flexible working locations, including the Town Hall and KLASSIC Park, with these to be reviewed annually."** ACTION: Town Clerk  
**RESOLUTION: That with this amended wording, the Committee agree for the contract to be signed.** ACTION: Town Clerk

**PD2402/08**

Appraisals  
The Committee received appraisals of the Town Clerk (March 2023) and Assistant Clerk (January 2024) on request for information. It was noted that the Town Clerk's appraisal is due in March and Cllr Gunn will provide details of availability. The Town Clerk noted concern that the feedback requested from Committee members prior to the Assistant Clerk's appraisal had proven to be either critical rather than constructive, or the wrong information.

Signed:

Dated:

PD2402/09

Training

The Committee discussed training opportunities or needs.

**RESOLUTION: That the course iLCA to CiLCA is approved for the Assistant Clerk at £120.00 (from the training budget for the next financial year).**

**ACTION: Town Clerk**

**RESOLUTION: That 'Assertiveness'/'Managing difficult people/situations' training is researched for the Town Clerk.**

**ACTION: Town Clerk**

**RESOLUTION: That graphic design and web design training is researched for the Assistant Clerk.**

**ACTION: Assistant Clerk**

**RESOLUTION: That manual handling / using ladders/ working at heights training is researched for the Assistant Clerk.**

**ACTION: Town Clerk/Assistant Clerk**

PD2402/10

Workload

The Committee discussed staff workload at present and both the Assistant Clerk and Town Clerk reported improvements following the changes agreed to contracted hours. Cllr Boyd asked about the consequences of late decision making by the P&D Committee, the Clerk noted that the auditor could make recommendations around the Council not following the advice given to them by the Clerk. Cllr Boyd asked about the usefulness of P&D Committee Meetings for the Assistant Clerk and Town Clerk. It was noted that they were considered to be of some use when required and that the meeting held today had proven less confrontational than meetings in June, September and November.

PD2402/11

Agenda for next and future meetings

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

**RESOLUTION: That queries are developed to put to the ERNLLCA Executive Officer ahead of the next meeting.**

**ACTION: Cllr Boyd**

PD2402/12

Date of next meeting

The Committee agreed that the date and time of the next P&D Committee meeting is to be confirmed.

The meeting closed at 5:00pm.

Signed:

Dated: