



**Minutes of the Kirton in Lindsey Town Council
Personnel and Disciplinary Committee Meeting,
held in the Heritage Room, Diamond Jubilee Town Hall, High Street,
Kirton in Lindsey, on Tuesday 26th November 2024 at 11 am.**

Members Present: Cllr Suzanne Stephenson (Chair), Cllr Karen Gunn, Cllr Joy Kofoed.
Members not present: Cllr Billy Boyd.
Also present: Town Clerk, Neil Taylor-Matson and Assistant Clerk, Cheri Morton.

MINUTES

- PD2411/01 Apologies
Apologies were received from Cllr Billy Boyd.
- PD2411/02 Declaration of Interests / Dispensations
There were no Declarations of Interests reported and no dispensations sought or granted.
- PD2411/03 Public Participation
No members of the public were present.
- PD2411/04 Minutes of the Previous Meeting
The Committee approved the minutes of the Personnel & Disciplinary Committee Meeting held on Thursday 11th July 2024 which were duly signed by the Chair, Cllr Suzanne Stephenson.
- PD2411/05 Personnel – Community Coordinator
The Committee discussed the probationary period for the Community Co-Ordinator.
It was noted that the role is a fixed term contract ending on 31st March 2025. The probationary period was satisfactorily completed. A further meeting of the P&D Committee may be required depending on the result of Full Council discussions around the continuation of the role, the hours to be committed to and the funding approach. It was discussed that for the Community Co-Ordinator to attend each Promoting Kirton Committee meeting takes up one half of a two hour working week. The volume of traffic visiting the website was discussed and noted that the value of this new one-stop location of all information about available groups and organisations in the town required regular updates and promotion to remain relevant. The current monthly breakdown statistics for website traffic will be presented to the Promoting Kirton meeting as part of the next update report.
RESOLUTION: That the probationary period was satisfactorily completed.
RESOLUTION: That clarification is sought from Full Council on continuation and approach to the funding of the role with timescales.
RESOLUTION: That the Community Co-Ordinator is to attend Promoting Kirton Committee meetings on an ad-hoc basis when there are relevant updates which need greater discussion or explanation.
RESOLUTION: That monthly breakdown statistics for website traffic will be presented to the Promoting Kirton meeting and Full Council as part of the next update report.
ACTION: Town Clerk
- PD2411/06 Appraisals
The Committee discussed information from training input regarding best practice approaches to appraisals. A draft policy for appraisals was discussed and example forms for the completion of appraisals were considered.
RESOLUTION: That the policy is amended as discussed. **ACTION: Cllr Suzanne Stephenson**
RESOLUTION: That the amended policy is recommended to Full Council to be attached to the Kirton in Lindsey Town Council Recruitment and Selection Policy as an appendix.
ACTION: Town Clerk
RESOLUTION: That the example form referred to during the recent training ‘Chris Moses Personnel Advice & Solutions Training Example 2’ is amended to add text boxes throughout Section 1 and is taken forward to replace the existing Kirton in Lindsey Town Council appraisal Form. **ACTION: Town Clerk**
RESOLUTION: That the new appraisal form will remain under review and any changes considered following initial use. **ACTION: Town Clerk**

The meeting closed at 12:45pm.

Signed:

Dated: