

Louth Town Council

The Sessions House, Eastgate,
Louth, Lincolnshire, LN11 9AJ

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To the Members of the Personnel Committee of Louth Town Council:

You are hereby summoned to attend a meeting of Louth Town Council's Personnel Committee which will be held on Monday 6th February 2023 at The Sessions House, Eastgate, Louth at 4pm. The business to be dealt with at the meeting is listed in the agenda below.

There will be no public forum.

Mrs. L.M. Phillips

Town Clerk

Dated this 1st Day of February 2023

AGENDA

PERSONNEL COMMITTEE

(Chair: Cllr. Mrs. J. Makinson-Sanders, Vice Chair: Mrs. S. Crew

Membership: Cllr. D. Hobson, Cllr. D.E. Wing, Cllr. Mrs. E. Ballard, Cllr. Mrs. J. Simmons, Cllr. G.E. Horton)

1. **Apologies for Absence**
To receive and note apologies where valid reasons for absence have been given to the Town Clerk at least one hour prior to the meeting.
2. **Declarations of Interest / Dispensations**
To receive declarations of interest in accordance with the Localism Act, 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests and any written requests for dispensation received by the Proper Officer under section 22 of the Localism Act.
3. **Minutes**
To approve as a correct record the notes of the Personnel Committee Meetings held on
 - a) 1st November 2022.
 - b) 7th December 2022.
4. **Review of Lone Worker Policy**
Committee to review the Council's current lone worker policy.
5. **Appraisals**
Following its resolution on 1st November 2022 Committee to receive an update, information from LALC and resolve upon the way forward.
6. **Closed Session**
Committee to resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following item, information being of a confidential and sensitive nature in relation to Personnel:
 - a) **Accidents**
 - b) **Sickness**
 - c) **Holidays**
 - d) **Exit Policy**
 - e) **Vacancy**
7. **Next Meeting**
Committee to note that the next meeting of the Personnel Committee is scheduled to take place on 4th April 2023.

11-01-22 PERS MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PERSONNEL COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 1st NOVEMBER 2022**

Present Councillor Mrs. J. Makinson-Sanders (in the Chair).

Councillors: Mrs. E. Ballard (EB), S Crew (SC) and D. Hobson (DH)

Councillors not present: G.E. Horton (GEH), J. Simmons (JS) and D. Wing (DEW).

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. M. Vincent and Cllr: AL were also in attendance.

H9. Apologies for Absence

Apologies were received from Cllrs. GEH, JS and DEW.

H10. Declarations of Interest / Dispensations

None.

H11. Minutes

It was **RESOLVED** that the notes of the Personnel Committee Meeting held on 5th July 2022 be approved as the Minutes.

H12. Appraisals

The Committee noted that advice from ELDC was still awaited but to ensure annual timescales were met it was **RESOLVED** to approve contingency arrangements allowing the Town Clerk to progress the matter if the advice was not received by Christmas 2022.

H13. Next Meeting

The Committee noted that the date of the next scheduled Personnel Committee meeting was 31st January 2023.

The Meeting Closed at 8:33pm

Signed _____ (Chairman)

Dated _____

12-07-22 PERS MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PERSONNEL COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 7th DECEMBER 2022**

Present Councillor Mrs. J. Makinson-Sanders (JMS) (in the Chair).

Councillors: Mrs. E. Ballard (EB), S Crew (SC), G.E. Horton (GEH) and J. Simmons (JS)

Councillors not present: D. Hobson (DH) and D. Wing (DEW).

The Town Clerk, Mrs. L.M. Phillips was also in attendance.

H14. Apologies for Absence

Apologies were received from Cllr. DH.

H15. Declarations of Interest / Dispensations

None.

**H16. Closed Session Item
Personnel Matters**

- a. It was **RESOLVED** to ratify the decisions made at an informal meeting of the Personnel Committee held by Zoom on 28th November 2022 as follows:
 - i. Initiate grievance procedure in relation to statement received and reply as agreed.
 - ii. Postpone announcement to wider Council, pending response.
 - iii. Make provision in the Personnel budget for 1 full time and two part time office staff.
- b. It was further **RESOLVED** as follows:
 - i. Note that the statement had been responded to in line with the Grievance Procedure and as agreed.
 - ii. Note the contents of a reply received to the response at b.i. and respond to that to offer an exit interview with the Town Clerk and confirm positive references.
 - iii. Town Clerk to source information for discussion on an exit policy and ongoing appraisals.

H17. Next Meeting

The Committee noted that the next meeting of the Personnel Committee was scheduled to take place on 31st January 2023.

The Meeting Closed at 11.20am.

Signed _____ (Chairman) Dated _____

Louth Town Council

LONE WORKING POLICY

1. Introduction

The following policy and procedure has been written in order to minimise risks for staff working alone in their fixed base and working away from their fixed base. Under the Health and Safety Act 1974 and the Management of Health and Safety at Work Regulations 1999 it is the duty of Louth Town Council to assess risks to lone workers / volunteers and take steps to avoid or control risk where necessary.

Employees of the Council have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with their employers in meeting their legal obligations.

2. Lone Working / Lone Workers

These are people who work by themselves without close or direct supervision:

- a. At a fixed base (office or other):
 - i. Only one person working on the premises
 - ii. Working separately from others
 - iii. Working outside of normal hours
- b. Away from their fixed base:
 - i. Staff member who is required to travel alone to and from a fixed base to another base or to attend meetings etc.

3. Potential Risks to Lone Workers

- a. Open access and unlocked doors – accessible to the public, contractors etc.
- b. Being taken ill whilst at work
- c. Lack of training regarding Health & Safety procedures
- d. Hazards in the workplace
- e. Remote areas
- f. Parking arrangements: poorly lit and isolated areas

4. Assessing the Risk

- a. Before drawing up and recording the assessment of risk, it must be established:
 - i. Whether the work can be done by a lone worker
 - ii. What arrangements will be in place to ensure an individual is not exposed to unnecessary and unacceptable risk?
- b. When recording an assessment of risk, the following should be taken into consideration:
 - i. Environment – location, security, access / egress
 - ii. Context – nature of the task
 - iii. History – have there been any accidents / incidents in the past

All available information should be taken into account and updated as and when necessary. If there is reason for doubt about the safety of a lone worker in a given situation then consideration should be given for making other arrangements to complete the task.

5. Safety Guidelines

- a. For staff working in a fixed base:
 - i. Familiarise themselves with the layout of the building including fire exits and escape routes;
 - ii. Keep doors locked that allow direct access to the building/office you are working in;
 - iii. Do not open the door to unexpected visitors. In the case of contractors ask for identification. If still unsure check with the contractor's employer/head office;
 - iv. Have contact numbers at hand to be able to contact relevant person(s) immediately (should they feel ill, they suspect an intruder in the building etc.);
 - v. Park as near as they can to the building;
 - vi. A risk assessment to be put in place to assess potential risks;

- b. For staff working away from their fixed base:
 - i. Staff should inform relevant person(s) from the Council of their movements including the time they estimate they will be away from their base and when they will return, along with relevant information regarding where and at what time, visits will be made and to whom;
 - ii. Leave details of venues including contact numbers;
 - iii. Take mobile phone (or other communication device) with them;
 - iv. Avoid meetings in isolated places. If this cannot be avoided, ask someone to accompany them or make sure they always notify someone when they arrive and leave.

6. Responsibility

- a. Employees Responsibility and Personal Safety:
 - i. To take reasonable care for the health and safety of him / herself and of other persons who may be affected by his / her acts or omissions at work;
 - ii. Always maintain a line of communication on a regular basis with members of the Council to identify and minimise risk(s);
 - iii. Always inform someone as to when they leave the fixed base to perform Council tasks and inform a colleague when returning to a fixed base after relevant task completed;
 - iv. Always report an accident / incident that may occur to the Town Clerk or relevant person to allow for a full investigation to take place and assess further potential risks and identify additional safety procedures.
- b. Employers Responsibility:
 - i. To take reasonable care for the health and safety of staff by identifying and assessing potential risks to ensure that staff are safe at all times;
 - ii. Always maintain a line of communication on a regular basis with staff to identify and minimise risk(s);
 - iii. Ensure a signing in and out system is put in place;
 - iv. Ensure staff receive all relevant training and information available ;
 - v. Ensure staff are equipped with a mobile phone (or other communication instrument) to ensure a system of maintaining contact.

7. Exemptions

Employees and / or Volunteers are exempt from working alone in certain situations:

- a. Young persons under instruction in a fixed base (example work experience, helping with Council tasks etc.);
- b. Where activities and work with substances / machinery could be hazardous to health.

8. Policy Review

This policy will be reviewed regularly by the Council to ensure that it is relevant to working practice.