

Louth Town Council

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

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To the Members of Louth Town Council:

You are hereby summoned to attend a meeting of Louth Town Council's Planning and Personnel Committees, which will be held on Tuesday 11th February 2020 in The Old Court Room, The Sessions House, Eastgate, Louth at 7pm. The business to be dealt with at the meeting is listed in the agenda below.

Please note, there will be a 15 minute public forum between 6.45pm and 7.00pm when members of the public may ask questions or make short statements to the Council. Councillors attendance is requested during this period.

Mrs. L.M. Phillips
Town Clerk

Dated this 6th Day of February 2020

AGENDA

PLANNING COMMITTEE

(Chairman: Councillor Mrs. S. Crew, All Members)

1. Apologies for Absence

To 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 Planning Committee meeting held on 14th January 2020.

4. Town Clerk's Remarks

5. Applications received by the Local Planning Authority

To consider and make observations on all planning applications received including those listed in the schedule (PA/Schedule 02-11-20).

6. Appeals

Further to circulation of details by email on 24th January 2020, Committee to note that an appeal has been lodged against ELDC's decision to refuse N/105/02024/19. Committee to note that it cannot make further comments. Committee to resolve upon whether it wishes to withdraw its previous representation.

7. Planning Correspondence

Committee to note planning decisions, enforcement complaints, appeal decisions, temporary road closures etc., as advised by the District and County Council.

8. Proposed Work to Trees

- a. **Location:** 52 Broadbank. **Proposal:** G1 – Sycamore – Remove. **Reasons:** G1 – Clay shrinkage at adjacent property.

9. Road Naming

Council to consider a request made in accordance with Section 17 of the Public Health Act 1925 by Jim Fairburn Ltd., to name a new development comprising of 1 no. new road and 10 no. new dwellings (Phase 1 site) on land adjacent playing field, Julian Bower, Louth: Saxon Way.

10. Proposed Zebra Crossing on St. Bernard's Avenue

Further to circulation of additional details on the above by email on 23rd January 2020 Committee to consider commenting again or lifting their objection to the scheme.

11. Request for pedestrian crossing on Newbridge Hill

Committee to consider putting forward a request (from a member of the public) that LCC look into the installation of a pedestrian crossing on Newbridge Hill near to Aldi.

12. Next Meeting

Committee to note that the date of the next scheduled Planning Committee meeting is 10th March 2020.

PERSONNEL

(Chairman: Councillor Mrs. J. Makinson-Sanders, Members: Councillors Mrs. S.E. Locking, D.E. Wing, Mrs. E. Ballard, Mrs. S. Crew)

1. Apologies for Absence

To 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 meeting held on 10th December 2019.

4. Town Clerk's Remark's**5. Review of Council Documents**

Committee to review the following Council documents:

- a. Drugs and Alcohol Policy and Procedure
- b. Lone Working Policy
- c. Sickness Absence Policy
- d. Use of Council Email/Internet Policy and Procedure
- e. Councillor/Employee Protocol
- f. Recruitment and Selection Policy
- g. Safeguarding Policy
- h. Health and Safety Policy

01-14-20 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 14th JANUARY 2020**

Present

Councillor S. Crew (SC) (in the chair).

Councillors: Mrs. E. Ballard (EB), J. Baskett (JB), M. Bellwood (MB), L. Cooney (LMC), A. Cox (AC), D. Ford (DF), J. Garrett (JG), D.J.E. Hall (DJEH), D. Hobson (DH), D. Jackman (DJ), A. Leonard (AL), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), K. Norman (KN), J. Simmons (JS), F.W.P. Treanor (FWPT), Mrs. P.F. Watson (PFW) and D. Wing (DEW).).

Councillors not present: H. Filer (HF) and G.E. Horton (GEH).

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. M.C. Vincent and two members of the public were also present.

316. Apologies for Absence

Apologies for absence were received from Councillors HF and GEH.

317. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. DJEH – Agenda items 4,5 and 6 as a member of ELDC.
- b. Cllr. Mrs. JMS – Agenda items 4,5 and 6 as a member of ELDC.
- c. Cllr. AL – Agenda items 4,5 and 6 as a member of ELDC and Planning Item 6 as applicant an ex neighbour.
- d. Cllr. Mrs PFW - Planning application 9 as known to the applicant.
- e. Cllr. JS - Planning application 9 as known to the applicant.
- f. Cllr. FWPT - Planning application 8 as a relation to the applicant.

318. Minutes

It was **RESOLVED** that the notes of the Planning Committee meeting held on 10th December 2019 be approved as the Minutes.

319. Applications received by the Local Planning Authority

The Committee considered all planning applications received, including those listed on the schedule (PA/Schedule 01-14-20) and **RESOLVED** as follows:

- a. **N/105/02257/19** – The Council noted that this application had been made incorrectly (the applicant stated thereon, while once having been the freehold landowner had since sold the land, now had nothing to do with it and did not wish to remain associated). Therefore, Louth Town Council felt unable to comment until the situation had been rectified and a new application had been submitted.
- b. **N/105/02270/19** – objected to this application on the grounds of poor design, overdevelopment of a very narrow area, the proposals are out of keeping with the other properties in the block and completely alter the rear façade of the building.
- c. **N/105/02294/19** – objected to this application on the grounds of overlooking, overdevelopment, access, effect on conservation area, no front onto the main road and that the proposals constitute land/garden grabbing.

320. Planning Correspondence

The Committee noted the following planning correspondence:

ELDC Planning Decisions circulated by email between 10th December 2019 and 13th January 2020:

1. Approved – N/105/01904/19 – Consent to Display – Land at Lincoln Way, Fairfield Industrial Estate, LN11 0WA
2. Approved – N/105/01906/19 – Planning Permission – Land at Lincoln Way, Fairfield Industrial Estate, LN11 0WA
3. Approved – N/105/01909/19 – Consent to Display – Land at Lincoln Way, Fairfield Industrial Estate, LN11 0WA
4. Approved – N/105/01826/19 – Planning Permission – Plot 4, Lincoln Way, Fairfield Industrial Estate, LN11 0LS
5. Approved – N/105/01809/19 – Consent to Display – Carzone Garage, North Holme Road, LN11 0HQ
6. Approved – N/105/01254/19 – Planning Permission – 43 Westgate, LN11 9YE

7. Approved – N/105/00819/19 – Detailed Particulars – Land West Off Grimsby Road
8. Approved – N/105/02114/19 – Planning Permission – 16 Kidgate, LN11 9HN
9. Approved – N/105/02073/19 – Planning Permission – 72 Eastfield Road, LN11 7AR
10. Refused – N/105/02024/19 – Planning Permission – 2 St. Michael's Road, LN11 9DA
11. Approved – N/105/02084/19 – Planning Permission – 40 St. Mary's Lane, LN11 0DT
12. Approved – N/105/02091/19 – Planning Permission – 29 Linden Walk, LN11 9HT
13. Approved – N/105/01831/19 – Planning Permission – 9 George Street, LN11 9JU

LCC Temporary Traffic Restrictions circulated by email between 10th December 2019 and 13th January 2020:

1. REASON FOR RESTRICTION: Essential works by Anglian Water Services
LOCATION & NATURE OF RESTRICTION: Footpath Closure Order in place on: Link Footway between Brackenborough Road & Bolingbroke Road
PERIOD OF RESTRICTION: 13/1/2020 to 26/1/2020 (Restrictions to be implemented as & when required during this period, signage detailing accurate dates & times will be displayed on site in advance)
2. REASON FOR RESTRICTION: Essential works by USL Group
LOCATION & NATURE OF RESTRICTION: Road Closure Order in place on: Breakneck Lane (Westgate to Gospelgate)
PERIOD OF RESTRICTION: 26/1/2020 (Restrictions to be implemented as & when required during this period, signage detailing accurate dates & times will be displayed on site in advance)
3. REASON FOR RESTRICTION: Essential works by Clancy Docwra/Anglian Water
LOCATION & NATURE OF RESTRICTION: Road Closure Order in place on: Westgate (Between Breakneck Lane & The Wheatsheaf Public House) Suspension of One Way Order (to allow access/egress) on: Westgate (Breakneck Lane to Bridge Street)
PERIOD OF RESTRICTION: 3/2/2020 to 20/3/2020 (Restrictions to be implemented as & when required during this period, signage detailing accurate dates & times will be displayed on site in advance)

Notification of Enforcement Investigation

1. EC/105/00831/19 – 17 Bridge Street – Removal of brick pillars.
2. EC/105/00830/19 – 52 Westgate – Installation of wooden gates.
3. EC/105/00829/19 – Westview, 97 Little Crowtree Lane – Installation of heat source machinery/air conditioning at the side of the building.

Notification of Planning Applications to be presented to ELDC Planning Committee on 9th January:

1. N/105/00819/19 – Land West Off Grimsby Road
2. N/105/02091/19 – 29 Linden Walk, LN11 9HT

Notification of Withdrawn Applications

1. N/105/01814/19 – Former Football Ground, Park Avenue, LN11 8BY

321. Proposed Works to Trees

The following applications were noted:

- a. **Location:** Land adjacent The James Street Family Practice, James Street, Louth Proposal: T1 – Leylandii – Pollard from approx. 14-16m to leave a finished height of approx. 10m. T2 – Willow – Prune back overhanging branches to riverbank.

322. Next Meeting

The Committee noted that the date of the next scheduled Planning Committee meeting was 11th February 2020.

The Meeting Closed at 9.15pm.

Signed _____ (Chairman) Dated _____

Our Ref	Authority	Application No	Type	Applicant	Proposal	Location / Ward	Conservation Area?	Previous LTC Comments	WG Recommendations	Expiry Date for LTC Comments
1	ELDC	N/105/ 00017/20	Planning Permission	Santander	Installation of an Automated Teller Machine (ATM) at existing Listed Building	21 Market Place, LN11 9PD, Priory Ward	Yes	New	Support with possible muting of colour.	12/02/2020
2	ELDC	N/105/ 00018/20	Consent to Display	Santander	1 no. Non illuminated fascia sign, 1 no. double sided non illuminated projecting sign and 1 no. internally illuminated internal digital media screen.	21 Market Place, LN11 9PD, Priory Ward	Yes	New		12/02/2020
3	ELDC	N/105/ 00073/20	Planning Permission	Mr. J. Waites	Erection of a house with integral single garage on the site of an existing dwelling which is to be demolished and to site a static caravan.	The Paddock, 23 Orchard Close, LN11 0BS, St. James Ward	No	New	Support.	12/02/2012
4	ELDC	N/105/ 00077/20	Planning Permission	LNT Care Developments Ltd	Erection of a building to provide a 66 no. bedroom care home, alterations to the existing vehicular access and provision of associated parking and landscaping.	Land West Off Grimsby Road, North Holme Ward	No	New	Support	14/02/2020
5	ELDC	N/105/ 00081/20	Planning Permission	Mr. A. Alexander	Extension to existing dwelling to provide an enlarged garden room.	27 Stewton Lane, LN11 8SB, St. Michael's Ward	No	New	Support	12/02/2020
6	ELDC	N/105/ 00141/20	Outline Erection	Ms T. Crick	Outline erection of 1 no. dwelling (with means of access to be considered).	54 St. Mary's Lane, LN11 0DT, North Holme Ward	No	New	Support	20/02/2020
7	ELDC	N/105/ 00169/20	Planning Permission	Mr. D. Myers	Extension to existing dwelling to provide an enlarged breakfast kitchen.	4A St. Mary's Lane, LN11 0DT, North Holme Ward	No	New	Support	21/02/2020
8	ELDC	N/092/ 01961/19	Planning Permission	Gleeson Regeneration Ltd & Metacre Ltd	Erection of 110 no. Detached houses, 70 no. pairs of semi detached houses (250 dwellings in total) and associated garages, provision of 3 no. attenuation ponds, areas of open space and a childrens play area, erection of a pumping station and a sub station, construction of a vehicular access, pedestrian access and internal access roads.	Land off Brackenborough Road, (Also within the parish of Keddington)	No	New	<p>Object as previously and add overlooking. Outline permission granted in December 2018 for 171 dwellings and has 20 conditions. This application is for 250 dwellings. Louth Town Council's Previous Comments:</p> <p>Louth Town Council STRONGLY OBJECT to this partial application of the larger development previously approved. The application is for 250 dwellings. Louth Town Council's Previous Comments:</p> <p>N/092/01961/19 that is also under consideration at this time.</p> <p>Louth Town Council's comments cover exactly the same arguments as have been supplied previously and are repeated for this purpose. Members of the public not adjacent to the site have also been attending recent meetings in relation to the development and have expressed concerns regarding the impact on the environment and the amenity of the surrounding area.</p> <p>Louth Town Council Objects on the grounds of:</p> <ol style="list-style-type: none"> 1) Ecological concerns (i) regarding endangered species in the area (e.g., badger and bat), (ii) Protected bird species and (iii) Japanese Knot Weed known to be growing in the vicinity. 2) Water supply and pressure issues – Conditions are concerned that in the event of a fire in the vicinity of the development, the water supply to the development will be inadequate for fire services. Further, Council have been informed that there is not an adequate supply of water to this area and in order to rectify this Watergate fields and Watergate would have to be dug up again to lay suitable pipework. This work is currently taking place for another nearby development. 3) Flooding issues caused by inadequate drainage and the risk of flooding to the development and concern over who will adopt the maintenance of proposed SUD's scheme. The low level of land in this area will increase the potential for flooding. 4) Visual impact in an area of Great Landscape Value with views to the AONB. 5) Transport and traffic problems – Louth Town Council have responded to proposals in the past and have been unsuccessful in securing a satisfactory outcome. The proposed development is not acceptable. There are no proposals to improve or slow traffic. Road links are already inadequate and moving traffic is reduced to single file on all of the main roads leading away from the site to negotiate parked cars for which there is no discernible solution. The additional traffic movements will create a road safety danger and impact on all major junctions leading to the development and the surrounding area. 6) Town Centre Car Parking – The proposed site is deemed to be too far from the centre of town for pedestrians resulting in increased car journeys which will have an adverse effect on traffic and parking in the town and will be detrimental to everyone's overall lifestyle. Car parking for the development is not acceptable as it will be in the town centre. 7) The development would be a detriment to the town and the surrounding area. The development is largely discounted in the proposed Local Plan, the quantity of houses proposed would provide around 20% of the allocation of housing for Louth concentrated in an unsuitable area without support facilities such as schools, shops and community centres which would not optimise sustainability. There is only one indicated access to this development which makes safe access, education services and increasing volumes of traffic which will destroy the character of the town. 	12/02/2020

Our Ref	Authority	Application No	Type	Applicant	Proposal	Location / Ward	Conservation Area?	Previous LTC Comments	WG Recommendations	Expiry Date for LTC Comments
9	ELDC	N/105/ 02219/19	Planning Permission	Mr. and Mrs. Ennerson	Alterations to existing dwelling to provide replacement windows and doors on the front and rear elevations.	3 Edward Street, LN11 9LA, St. Mary's Ward	Yes	Louth Town Council supported this application on 14th January 2020.	Support.	12/02/2020
10	ELDC	N/105/ 02280/19	Consent to Display	HSBC Corporate Real Estate	1 no. external replacement ATM fascia sign.	HSBC, Cornmarket, LN11 9QB, Priory Ward	Yes	New	Support.	12/02/2020
11	ELDC	N/105/ 02341/19	Planning Permission	Mr. S. Allison	Conversion of and alterations including dormer windows on the rear elevation of the existing dwelling to provide 2 no. dwellings.	4 Eve Street, LN11 0JL, St. James' Ward	Yes	New	Support.	12/02/2020
12	ELDC	N/105/ 00152/20	Planning Permission	Platform Housing Group	Erection of a bungalow on the site of existing garage block which is to be demolished and provision of car parking.	Garage Block, Welbeck Way, LN11 0HA, North Holme Ward	No	New	Support.	24/02/2020
13	ELDC	N/105/ 02086/19	Outline Erection	Estate of Mrs. K. Cullingford	Outline erection of 6 no. dwellings (with means of access, appearance, layout and scale to be considered).	Land Adjacent 38 Alexander Drive, St. Michael's Ward	No	Louth Town Council supported this application on 10th December 2019 but had concerns about the limited parking in an already overcrowded area.		18/02/2020
14	ELDC	N/105/ 00210/20	Section 73	Mr. M. Barford	Section 73 application in relation to Condition no. 2, (Plan Numbers), as imposed on Planning Permission reference no. N/105/01246/19 for the 'Erection of a detached house'.	Plot to the rear of 38 St. Mary's Lane, LN11 0DT, North Holme Ward	No	New		27/02/2020
15	ELDC	N/105/ 00199/20	Planning Permission	Mr. P. and Mrs. S. Brewer	Erection of a detached house with an attached carport and garage/store.	Land to the rear of 42 St. Mary's Lane, LN11 0DT, North Holme Ward	No	New		27/02/2020

12-10-19 PERS MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PERSONNEL COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 10th DECEMBER 2019**

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

Councillors: Mrs. E. Ballard (EB), S Crew (SC), Mrs. S.E. Locking (SEL) and D. Wing (DEW).

Councillors not present: None

The Town Clerk, Mrs. L.M. Phillips, Town Clerk's Assistant, Mrs. M. Vincent and Cllrs. AL and JS were also present.

295. Apologies for Absence
None.

296. Declarations of Interest / Dispensations
None.

297. Minutes
It was **RESOLVED** that the notes of the Personnel Committee Meeting held on 22nd October 2019 be approved as the Minutes.

298. Closed Session Item
It was **RESOLVED** to go 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 matters:

- a. Disciplinary and Grievance Arrangements** –It was **RESOLVED** to implement one set of procedures for all members of staff as per maintenance contracts.

It was **RESOLVED** to come out of Closed Session.

299. Next Meeting
The Committee noted that the date of the next scheduled Personnel Committee meeting was 11th February 2020.

The Meeting Closed at 7.53pm.

Signed _____ (Chairman)

Dated _____

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Louth Town Council

Drugs and Alcohol Policy and Procedure

Policy

The Council, as your employer, has a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all employees and similarly you have a responsibility to yourself and your colleagues. The use of alcohol and drugs may impair the safe and efficient running of the business and/or the health and safety of employees.

The effects of alcohol and drugs can be numerous:

(These are examples only and not an exhaustive list).

- a. Absenteeism (e.g. unauthorised absence, lateness, excessive levels of sickness, etc.).
- b. Higher accident levels (e.g. at work, elsewhere, driving to and from work).
- c. Work performance (e.g. difficulty in concentrating, tasks taking more time, making mistakes, etc.).

Procedure

The use of illegal drugs or alcohol in the workplace may lead to disciplinary action that could result in your dismissal. The following rules will apply:

- a) If you are found to be consuming alcohol or deemed to be under the influence of alcohol in the workplace or in your working hours this may be treated as gross misconduct under the Council's disciplinary procedure.
- b) The possession of drugs for any reason other than medical is forbidden.
- c) We may ask you to undertake a medical examination if we believe you have a problem in relation to drugs and/or alcohol to assess if this is affecting your capability to work. You may be suspended from work until the problem is resolved. The Council will decide whether to treat it as a disciplinary matter.
- d) We will inform the police if we believe there has been an abuse of illicit drugs by an employee, for which criminal controls are appropriate, either in the workplace or when working on behalf of the Council when the employee is off the Council's premises.

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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 taking 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. Equip staff 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.

Louth Town Council

Sickness Absence Policy

Should you be unwell and unable to come to work, you must comply with the Town Council's sickness absence policy.

1. Purpose and Scope

The purpose of this policy is to ensure that the operational efficiency of the council can be maintained whilst employees are absent from work for sickness or injury related reasons. It also seeks to provide guidance, security and support to employees during periods of ill health.

2. Procedure

Employees who are unable to attend work through sickness, accident or personal circumstances must notify the Town Clerk of the reason for their absence as soon as possible but no later than 12 noon on the working day on which the absence first occurs. If the Town Clerk is unavailable, you should contact the Chairman of the Personnel Committee or the Chairman of the Council who must be briefed on your current workload and any urgent matters that may require attention. If possible, you should give an indication of how long you expect to be absent so that arrangements can be made for cover if required. If the Clerk is unable to attend work, he / she should contact the Chairman of the Personnel Committee or the Chairman of the Council and his / her assistant.

If the absence is for a period of less than 7 days, employees should complete a self-certification form on their return to work. For periods over 7 days a medical Statement of Fitness for Work (fit note) from a GP (or relevant medical establishment) is required.

It is the responsibility of each employee to keep the Town Clerk (or the Chairman of the Personnel Committee or the Chairman of the Council) advised of the circumstances that are preventing them from attending work, of their likely return date, action being taken to mitigate the effect of the illness (e.g. GP / medical appointments) and contact details in case of work-related queries. Employees who are absent from work due to reasons other than sickness / accident are required, wherever possible, to obtain prior permission from the Town Clerk or the Chairman of the Personnel Committee or the Chairman of the Council. Where appropriate, the Personnel Committee will consider each case of absenteeism on its merits and written evidence may be required.

Where the incapacity to work arises from a voluntary action by the employee e.g. cosmetic surgery or organ donation, then sickness absence leave and pay will be entirely at the Council's discretion and employees are strongly advised to discuss such circumstances, in confidence, with the Town Clerk (or the Chairman of the Personnel Committee or the Chairman of the Council) in advance of such a procedure.

Where absenteeism appears unreasonable or unwarranted, employees may be liable for disciplinary action for misconduct. The Town Council reserves the right to make welfare visits to the home of employees whilst they are on sick leave.

Staff members will undertake a “return to work” meeting with the Town Clerk (or the Chairman of the Personnel Committee or the Chairman of the Council) on their day of returning to work after any period of absence. This practice is to ensure that staff members are fit to work; agree a phased return to work (where appropriate); receive work related updates and prioritise workload. In the case of the Town Clerk he / she will meet with the Chairman of the Personnel Committee and the Chairman of the Council at the earliest opportunity.

3. Sickness Payments (SSP)

Sick pay will be paid in accordance with your length of service as outlined in your contract of employment.

Statutory Sick Pay will be paid where applicable at the current rate.

4. Long Term or Frequent Short Term Absence Procedure.

This procedure is designed to outline the process where an employee is absent due to sickness on a long-term or frequent short-term basis. Discussions and investigations will review the employee’s capability or capacity to undertake the work. The aim is to ensure fair treatment for all.

The procedure is non-contractual and does not form part of the terms and conditions of employment with the council. The procedure may be amended from time to time.

4.1 Principles

- a) Sickness absence issues will be dealt with sympathetically and sensitively, whilst also recognising the requirements of the Council and the impact of the absence on others.
- b) The Clerk (or, in the case of the Town Clerk, the Chairman of the Personnel Committee or the Chairman of the Council) will maintain periodic contact during the period of sickness absence.
- c) A full review, normally including medical reports, may be undertaken in each case.
- d) All periods of sickness absence (after the first seven days self-certification period) must be certificated by a medical practitioner (“fit note”) and in some cases the employer may request certification for periods of absence of less than seven days, in which case it will pay the appropriate fee to the medical practitioner issuing the certificate.

- e) The employee will be consulted at each stage of the procedure, to establish the true medical position and in order that the situation can be reviewed in full.
- f) The employee will be advised if their employment may be at risk (where appropriate).
- g) Throughout the procedure, discussions should take place on any reasonable adjustments that might be considered, to enable the employee to return to work.
- h) Where possible, appropriate assistance will be provided to help the employee to return to work.
- i) In cases of long-term ill health, the Town Council will, where possible, hold employment open for up to two years.
- j) In all cases before taking a decision to terminate an employee's contract on grounds of ill health, the council will take into account:
 - any representations from employees, including additional medical information;
 - the employee's length of service;
 - the employee's most recent health situation and the likelihood of an improvement in attendance;
 - whether it is possible to hold the job open for longer and the effect of past and future absences on the Council;
 - the availability of suitable alternative work or working hours;
 - any other reasonable adjustments which could be reasonably expected to facilitate the return;
 - the impact of the Equality Act 2010 on the particular case, and whether this may have a bearing on the actions to be taken.
- k) The employee will be informed of the right of appeal against any decision taken to terminate his or her contract of employment.
- l) At all formal stages of the procedure, the employee may be accompanied by a colleague or trade union representative.
- m) Where it is clear early on that the employee will not be well enough to return to work, and after consultation with the employee, the employee's contract may be terminated prior to stage 3 of the procedure, but not before the employee's sick pay has expired.
- n) Where there is reason to believe that the employee is absent due to misconduct rather than genuine sickness, the matter will be dealt with as a disciplinary matter under the disciplinary procedure.

4.2 Informal Meeting

Absence levels will generally start to be of concern to the clerk (or, in the case of the Town Clerk, the Chairman of the Personnel Committee or the Chairman of the Council) at the following trigger points:

- 10 absences in a 12 week period;
- 20 days intermittent absence over the past 12 months;
- 4 or more weeks continuously off sick.

Where this is the case, the Town Clerk (or, in the case of the Town Clerk, the Chairman of the Personnel Committee or the Chairman of the Council) will normally discuss absence levels with the employee.

The aim will be to encourage the employee to understand the clerk's concerns and to agree ways, if possible, of improving the situation. If the employee has been off sick continuously, or if there appears to be an underlying health problem, the council shall have the right at any time to require the employee to submit to examination by an independent medical practitioner selected by the council, to obtain a confidential report on your condition from such practitioner and to discuss with such practitioner the findings of his/her examination and his/her prognosis of your likely recovery and or fitness to resume work and any recommended treatment.

4.3 The Procedure

a) Stage One: **First Formal Meeting**

A first formal meeting will be arranged where:

- in the case of long term sickness absence, there is no clear date of return;
- in the case of frequent short term sickness absence, there has been no improvement in the weeks subsequent to the informal meeting.

The Chairman of the Personnel Committee (in consultation with the Chairman of the Council) will notify the employee in writing of the meeting to discuss the employee's sickness absence. The employee will be advised of the concerns and that this is the first formal stage of the procedure. He or she will be advised of the right to be accompanied by a colleague or trade union representative and will be given the opportunity to state his or her point of view.

Medical reports may normally be reviewed to assess whether there is any underlying health problem, and if so, what this is. Alternatively, permission to access medical records may be sought at this meeting.

There will be a discussion on ways to assist the employee to return to work, where appropriate.

Unless there is a clear date for return (e.g. in the case of a broken limb), the Chairman of the Personnel Committee (in consultation with the Chairman of the Council) should advise the employee that employment cannot be held open indefinitely and will state that there will normally be two further meetings, after which the employee's contract may need to be terminated on grounds of capability (using official Town Council approved wording / stationery).

The issues discussed at the meeting will be recorded and a date set for a second formal meeting.

b) **Stage Two: Second Formal Meeting**

The employee will be informed in advance of the meeting in writing and advised that he / she may be accompanied by a colleague or trade union representative. At the meeting the employee's absence will be reviewed. Medical reports will be reviewed again where appropriate.

An up-to-date medical report will normally be sought prior to the second formal meeting; the report will be discussed at the meeting. If at the second formal meeting, the employee's absence is still a cause for concern, the chairman of the staffing committee should advise the employee that there will be one further meeting, after which the employee's contract may need to be terminated on grounds of capability. The issues discussed at the meeting will be recorded and a date set for a third formal meeting.

c) **Stage Three: Third Formal Meeting**

The employee will be informed of the meeting in writing and advised of his / her right to be accompanied by a colleague or trade union representative. The meeting will be held with the Personnel Committee and the Chairman of the Council. A letter will advise the employee that it is possible that termination of employment on the grounds of ill health may be an outcome of the meeting, but that the employee will have the opportunity to state his / her point of view, which will be fully considered.

Medical information should again be reviewed at this meeting. The employee's absence should be discussed again. An up-to-date medical report will be sought prior to the third formal meeting and the employee should be asked for his or her views. The report will be discussed at the meeting. Where there is any lack of clarity, or a dispute on the medical information, a second, independent medical report may be sought.

If absence levels have not reduced at this stage and if the staffing committee believes, on an assessment of medical information and after discussion with the employee, that there is no likelihood of improvement in the foreseeable future, the employee's contract will be terminated on the grounds of capability. Before taking this step, the staffing committee must consider again, and discuss with the employee, whether any reasonable adjustments might be made, to enable the employee to return to work.

If a decision to terminate employment is taken, the employee will be provided, soon afterwards, with a letter outlining the reasons for the termination of his / her contract, the date on which the contract will terminate, and details of the right of appeal.

d) Appeal

If the employee wishes to appeal against the decision to terminate employment, he / she should write to the Town Clerk (or, in the case of the Town Clerk, the Chairman of the Council), giving reasons for the appeal.

This appeal must be made within ten working days of the date of the letter confirming termination of employment.

The employee will have the right to be accompanied by a colleague or trade union representative at the meeting, which will be held without unreasonable delay.

The employee will be given the opportunity to state his or her point of view at the meeting.

The termination date of employment may be delayed in order for the appeal hearing to take place.

The Council's decision will be final.

Louth Town Council

Use of Council Email/Internet Policy and Procedure

The use of the Internet is now an essential and commonplace tool for most Employees. Those who use the internet have a responsibility to do so in a professional manner. To assist with this we are issuing the following guidelines which you are asked to read and comply with:

The Council reserves the right to access and monitor any or all areas of any computer and computer software systems which it owns (including email boxes and messages and telephone calls) from time to time for business reasons and training purposes. You should not therefore assume that any information held on the computer is private and confidential to you.

Email

Your Council email address can receive emails from anyone connected to the Internet. Used correctly it is a facility that is of assistance. Inappropriate use however may cause many problems including distractions, distress to others, time wasting and legal claims.

You should ensure that your correspondents know that they should not send you “humorous” or illegal attachments such as pictures or executable programs. Personal emails should not be received to your Council email address. Anyone found with offensive or pornographic material on his or her Council email account or computer will be subject to investigation, which for employees could result in disciplinary action and dismissal for gross misconduct.

If you receive an email from an unknown source, or “junk” email you should delete this from your system immediately without opening it as it may contain a virus.

Emails may contain file attachments. These should not be opened unless they are received from a trusted source, i.e. from another known Council, employee or representative. If in doubt ask your line manager.

Emails to customers, suppliers and other business contacts should be restricted to Council business. Confidential information about or relating to the business of the Council, its customers, suppliers or contacts should not be transmitted outside the Council via email unless done so in the course of business. You should ensure there is no infringement of copyright when adding attachments to emails. Confidential information should not be left on display on an unattended device.

You should be aware that deleted emails will remain held on the system for some time and will be accessible from back up if required for investigation of complaints of systems abuse.

You must not distribute sensitive commercial data concerning the Council to competitive sources. Doing so may result in investigation and for employees disciplinary action leading to dismissal without notice for gross misconduct.

Guidance for appropriate use

Email is a non-secure medium and care should be taken when composing, sending and storing messages.

Email should be regarded in the same way as any other business communication and should be treated as a Council record. You should adopt a style and content for email, in particular those sent to external recipients that present a professional image. It is recommended that you adopt the same standards for email as for letters and memos, although the style may be more informal.

Confidential information about or relating to the business of the Council, its customers, prospects, suppliers or contacts should not be transmitted outside the Council via email unless done so in the course of business and sufficient steps are taken to safeguard security.

Everyone must take reasonable steps to guard against unauthorised access to, alteration, accidental loss, disclosure or destruction of data.

Inappropriate use

You must not send internally or externally or obtain material (whether in the form of text or images) which is libellous or defamatory, illegal, obscene, sexually explicit, bullying, discriminatory or disparaging of others particularly in respect of their race, national origins, sex, sexual orientation, age, disability, religious or political beliefs.

You are reminded that material that you find acceptable might be offensive to others. It is recommended that you take care and give sufficient thought to what you send. Messages can be misconstrued and should not become a substitute for "one to one" conversations. You should not send humorous material to anyone. It can frequently be misunderstood or cause offence. In particular, the Council recommends that criticisms or complaints are not dealt with by email.

Examples of inappropriate use include, but are not limited to:

1. Sending, receiving, downloading or displaying or disseminating material that insults causes offence or harasses others.
2. Accessing pornographic, racist or other inappropriate or unlawful material.
3. Engaging in on-line chat rooms, on-line gambling sites, social networking sites or blogging.
4. Forwarding electronic chain letters or similar material.
5. Downloading or disseminating copyright materials.
6. Transmitting confidential information about the Council or its customers externally and not in the course of the Council's business.
7. Downloading or playing computer games.
8. Copying or downloading software.

Serious instances of inappropriate use may be considered gross misconduct and lead to investigation or in the case of employees, dismissal.

Internet access

Internet access is granted for business reasons only during working hours. Usage is limited to work related activities. The availability and variety of information on the Internet has meant that it can be used to obtain material considered to be offensive. Anyone found to have used the Internet to access and/or distribute any kind of offensive material, or non-related employment issues, are liable to disciplinary action which could lead to dismissal.

Under no circumstances must users download files without the consent of your Line Manager.

If you wish to use the Internet out of office hours for personal purposes, please contact your Line Manager who will be able to grant you access and explain how to use this facility, if appropriate.

Anyone believed to have been visiting pornographic sites, downloading or circulating pornographic material will be subject to disciplinary action. Offences of this nature may be considered gross misconduct and lead to your dismissal, and if necessary, the police will be informed.

Please note that the main servers maintain a record of Internet access by user and these will be monitored as necessary and results forwarded to line managers and the police, if appropriate.

Louth Town Council

COUNCILLOR/EMPLOYEE PROTOCOL

1. Introduction

An effective working relationship between Councillors and Employees is vital to the successful operation of the Council's business. The main aim of the Council is to deliver efficient and effective services to the residents of the Town. It is important that both Councillors and employees work together to achieve this aim and maintain confidence in the workings of the Council. Council business will be conducted more effectively if there is mutual respect and courtesy in all meetings and contacts, both formal and informal, between Councillors and employees. Given the variety and complexity of such relations, this Protocol does not seek to be either prescriptive or comprehensive. It simply offers guidance on some of the issues that most commonly arise. The Protocol should be read in conjunction with the adopted Councillors Code of Conduct, Standing Orders, Financial Regulations, Legislation or guidance as issued by the Monitoring Officer.

2. The Role of Councillors and Employees

- a. Councillors and Employees of the Council are servants of the public and they are indispensable to one another, but their responsibilities are distinct.
- b. Councillors are responsible to the electorate and serve only as long as their term of office lasts (4 years or part thereof).
- c. Employees are responsible to the Council as a whole and not to individuals or any political group. The job of employees is to give advice to Council and Councillors and to carry out the Council's work under its direction or as delegated powers dictate.
- d. Councillors and Employees have a duty to conduct themselves in a professional and impartial manner, in accordance with the stated aims and requirements of the elected Council.

3. The Role of Councillors

- a. Collectively, Councillors are the ultimate policy-makers determining the core values of the Council and approving the authority's policy framework, strategic plans and budgets.
- b. Every elected Councillor represents the interests of, and is an advocate for their ward and constituents. Councillors represent the Council in their ward, respond to the concerns of constituents and are encouraged to serve on local bodies.
- c. Some Councillors will have roles relating to their position as Chairman of the Council or Chairmen of Substantive Committees.
- d. No individual should conduct themselves in a manner which is unfavourable to the stated interests of the Council or could be interpreted as favouring individual interests against those of the body of the Council.
- e. Individual Councillors are not authorised to instruct Employees other than:
 - i. Through the formal decision-making process;
 - ii. To request the provision of consumable resources provided by the Council for Councillors use;
 - iii. Where staff have been specifically allocated to give support to a member or group of members (i.e., Committees, working groups etc.).
 - iv. Councillors are not authorised to initiate/certify financial transactions, or to enter into any contract (written or verbal) on behalf of the Council.
 - v. Councillors must avoid taking actions that are unlawful, financially improper or likely to amount to maladministration. Members also have an obligation under the adopted code of conduct to give careful regard when making and reaching decisions, to all advice provided by the Town Clerk, representative or Monitoring Officer.

- f. Councillors should be aware that employees are constrained in the response they may make to public comment from Councillors and should not abuse officers in public or through the press nor seek to undermine their position by abuse, rudeness or ridicule. In meetings, individual Chairmen should be aware of discussions which may become abusive towards an employee and must protect that employee.

4. The Role of Officers/Employees

- a. Officers are responsible for giving advice to Councillors to enable them to fulfil their roles. In doing so, officers will take into account all available relevant and legislative factors.
- b. Officers/Employees have a duty to implement lawful decisions of the Council, committees, sub-committees, which have been properly approved in accordance with requirements of the law and the Council's adopted Standing Orders and Financial Regulations.
- c. Officers/Employees have a contractual and legal duty to be impartial. They must not allow their professional judgement and advice to be influenced by their own personal views.
- d. Officers/Employees must be alert to issues that are, or are likely to be contentious or politically sensitive and be aware of the implications for Councillors, the media or other sections of the public.
- e. Officers/Employees are required to be politically neutral in their dealings with elected Councillors and all council business activities.
- f. An Officer/Employee must not allow their interests or beliefs to conflict with their professional duty. They must not misuse their official position or information acquired in the course of their employment to further their private interest or the interests of others (including elected Members).
- g. Officers/Employees should abide by the rules of Louth Town Council about the declaration of gifts offered to or received by them by any person seeking to do business with Louth Town Council or which would benefit from a relationship with Louth Town Council. Employees should not accept benefits from a third party unless authorised to do so by the Council.

5. The Relationship between Councillors and Employees: General

- a. The conduct of Councillors and Officers/Employees should be such as to instil mutual confidence and trust. The key elements are recognition of and a respect for each other's roles and responsibilities. These should be reflected in the behaviour and attitude of each to the other, both publicly and privately being mindful of public perception.
- b. Councillors and Employees should inform the Monitoring Officer if they have a relationship which might be seen as unduly influencing their work in their respective roles.
- c. Councillors and Employees need to respect each other's roles and duties. The Town Clerk is responsible for day-to-day management and operational decisions. It is not appropriate for Councillors to intervene.
- d. Any problem relevant to the Council and referred to a Councillor by the public should firstly be passed to the Chair of the relevant committee or sub-committee and shared with the Town Clerk.
- e. Councillors should make appointments to see Employees wherever possible to ensure minimal disruption to workloads and priorities.
- f. Councillors are requested not to approach an employee direct to undertake tasks on their behalf. Requests for work should be made through the Chairman of the relevant committee and discussed and agreed with all relevant parties beforehand.
- g. Employees will do their best to give timely responses to Councillors enquiries. However, Employees should not have unreasonable requests placed on them. Councillors must avoid disrupting Employees work by imposing their own priorities.
- h. Councillors will endeavour to give timely responses to enquiries from Employees.
- i. Councillors and Employees should respect each other's free (i.e., non-Council time).
- j. Personal relationships with Employees and Councillors are inevitable. However, such relationships must not cloud the judgement of either party or lead to any preferential treatment or favouritism by either party.

6. Meetings

- a. When presenting reports to Committees, the Town Clerk should assume that Councillors have had sufficient time to consider written material. Reports should be concise and focused on determining the issues only along with any recommendation(s). The Town Clerk has a duty to answer any questions and advise Councillors on the implications of any particular actions, including the consequences of not accepting Officer recommendation(s).
- b. At full Council and Committee meetings, Councillors will consider the advice of Employees both in main reports and on any matter arising out of debate but it is, ultimately, the responsibility of Councillors to formulate a decision, having regard to the advice provided and any other considerations taken in respect of the issue. Once lawful decisions have been taken (by way of resolution) it is the duty of the Town Clerk or assistants to implement such decisions.

7. Correspondence

- a. Official letters from the Council on day-to-day matters must be sent out in the name of the Town Clerk, not individual Councillors. Letters that create obligations or give instructions must not be sent out in the name of a Councillor.

8. Non-Adherence to the Protocol

- a. Serious breaches of this adopted protocol by Employees should be dealt with under the Council's disciplinary and/or grievance procedures.
- b. Breaches by Councillors must be reported to the Town Clerk and the Monitoring Officer.
- c. If necessary the issue will be subject to further consideration by the Town Clerk together with the Chairman of the Personnel Committee and referred to full Council, where necessary.
- d. Should a breach of this protocol occur by either the Chairman or Vice Chairman or Town Clerk, the matters should be raised with the Monitoring Officer at ELDC who will be asked to review and submit a report containing recommendations or advice to full Council.

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Louth Town Council

Recruitment and Selection Policy

1. **Introduction**

- 1.1 Effective recruitment and selection is central and crucial to the successful functioning of Louth Town Council. It depends on finding people with the necessary skills, expertise and qualifications to deliver the Council's strategic objectives and the ability to make a positive contribution to the values and aims of the organisation.

2. **Advertisements**

- 2.1 Vacancies will generally be advertised in an appropriate newspaper or journal, and will not be confined to those media which, because of their particular source of applicants, provide only or mainly applicants of a particular group.
- 2.2 Advertisements will also be notified to the appropriate local job centre where this is appropriate.
- 2.3 All vacancies will also be posted on the Town Council website, and notice boards. Louth Town Council will also give consideration to internal promotions wherever possible as development opportunities for its staff.
- 2.4 Louth Town Council may, on occasions, decide to restrict advertisement to internal candidates only. Furthermore, junior posts will always be advertised internally in the first instance, to provide continuous development of existing members of staff unless the Management team agrees that this is not appropriate due to the specialist skills required for the post involved.
- 2.5 Employees on maternity leave will receive copies of all advertisements for posts advertised by Louth Town Council during their period of maternity leave.

3. **Application Form**

- 3.1 Candidates for all posts will, except on some occasions when a vacancy is restricted to internal recruitment, be asked to complete a standard application form, in order that they can be judged on the basis of comparable information.
- 3.2 In applying for posts, all candidates will be provided with a job description, details of the appropriate conditions of service and details about Louth Town Council. A brief statement about the appointment procedure will also be provided and, if possible, an indication of the date (or week) when interviews will be held. The job description will include a list of the main duties and responsibilities of the post, together with an outline of the qualifications and experience which candidates are expected to possess.
- 3.3 In drawing up the job description and conditions of service Louth Town Council will ensure that no job applicant receives less favourable treatment than another on the grounds of disability, gender, race, religion or belief, age, sexual orientation, marital status, parental status, caring responsibilities or hours of work, and that no applicant is placed at a disadvantage unjustifiably by requirements or conditions which have a disproportionately adverse effect on a particular group.

- 3.4 Applicants will be asked if they wish to make the Council aware of any disabilities, as defined in the Disability Discrimination Act 1995, and whether there are any reasonable adjustments needed for them to attend an interview. All applicants with a disability who meet the essential criteria for a job will be interviewed, and considered on their merits, with no regard taken of their disability.
- 3.5 Applicants will be required to supply the names and addresses of two people from whom references can be obtained, one of which should normally be the applicant's current or most recent employer.
- 3.6 Only references for short listed candidates for interview will be obtained. References will normally be sought prior to interview, unless the candidate indicates otherwise.
- 3.7 References should normally be made in writing or email, but those received by telephone will be accepted, provided that a note of the conversation is recorded and placed on file.
- 3.8 All candidates will be asked to declare on the application form whether they have ever been convicted of any criminal offence which cannot be regarded as 'spent' in terms of the Rehabilitation of Offenders Act 1974.
- 3.9 For posts that involve working with children and vulnerable adults / finance work, applicants will be asked to reveal details of 'spent' and 'unspent' convictions. Successful candidates for such posts will be required to provide the necessary documentation in order to complete a standard criminal records disclosure. Posts which require such a disclosure will be clearly indicated on the conditions of service and appointment procedure.
- 3.10 Applicants will also be required to declare if they are related to any Councillor or member of staff within the Town Council. Canvassing of members of the Town Council is not permitted. No councillor should be put into a position where he or she is asked to interview a person to whom they are related.
- 3.11 It is the Town Council's policy not to communicate further with applicants other than those who are shortlisted. A note to this effect is included in the details sent out to applicants and a date given by which they may expect to receive notification by shortlisting.
- 3.12 Applicants details will be recorded at the point of receipt. All information relating to the data collected in the equality and diversity recruitment monitoring form will be hidden from all those involved in the recruitment and selection process. The information collected will be solely used for the purposes of equality monitoring.
- 3.13 All completed applications forms are private and confidential and should only be made available to those directly involved in the recruitment and selection process.
- 3.14 All application forms will be collated by the Town Clerk and supplied to the Personnel Committee and interview panel for shortlisting purposes.
- 3.15 All unsuccessful Applicants' details will be stored for three months. After this date, they will be destroyed.

4. Selection Methods

- 4.1 Interviews of short-listed applicants will be held by a panel comprising of ideally three persons, but a minimum of two persons, gender balanced wherever possible. The interviewers will encourage candidates to be at ease during the interview, in order that they can give a fair and accurate impression of themselves.
- 4.2 The selection and appointment of the Town Clerk will initially be made by members of the Personnel Committee with a recommendation made to full Council and the panel will be chaired by the Mayor.
- 4.3 A set of questions will be agreed by the interview panel in advance and will be developed from the current job description for the post. The panel will seek to develop questions which ask the candidates to give examples of their previous relevant experience.
- 4.4 All candidates will be asked the same questions in the same order, and their responses rated between 1-10. The panel will each have a copy of the questions and will score independently of each other during the interview. Time is allocated between interviews for the panel to discuss each candidate and to award a total points score. Additional notes may be made by the panel during the interview, however it should be noted that candidates will have access to all information should they request it.
- 4.5 It should be remembered that an interview is a two way process, and candidates will be given every opportunity to view the offices where they will work and ask questions about the Council, to ensure that they have a full understanding of the post for which they are applying and the way the Council operates.
- 4.6 In addition to interviews, a range of other selection techniques may be used. In such circumstances reasonable notice and relevant information will be given to ensure that candidates have sufficient time and information to prepare.
- 4.7 All appointments will be made strictly on merit and related to the requirements of the job.
- 4.8 All interviewed candidates will be notified of the outcome of the selection process as soon as possible, either by telephone or letter.
- 4.14 All unsuccessful Interviewees' application forms and interview notes will be retained for one year from the date of interviews taking place. After this date they will be destroyed.

5. Relevant Checks

- 5.1 All offers of employment will be made conditional upon satisfactory results from the following:
 - two satisfactory references;
 - confirmation of the right to work in this country (if appropriate)
 - Criminal Records Disclosure (if appropriate).

6. Probationary Period

- 6.1 All appointments will be made subject to a probationary period of six calendar months. After three months a review meeting will take place between the post holder and their line manager to discuss progress. At the end of the probationary period, and subject to a satisfactory report by the appropriate head of section or line manager, employees will be notified in writing that they have successfully completed their probationary period. The probationary period can be extended by a further 3 months should the individual's line manager consider this appropriate.

7. Recruitment Monitoring

- 7.1 Louth Town Council seeks to recruit employees on the basis of their ability and the requirements of the post.
- 7.2 Louth Town Council wants to ensure that no applicant receives less favourable treatment than another on the grounds of disability, gender, race, religion or belief, age, sexual orientation, marital status, parental status, caring responsibilities or hours of work.

8. Exit Interviews

- 8.1 All employees who leave the employment of the Council voluntarily may if necessary have an exit interview with their manager before their last day of employment.
- 8.2 Exit interviews provide the opportunity for departing employees to discuss their reasons for leaving. The information provided is useful in identifying trends, learning and development and evaluating the effectiveness of the Recruitment Policy and practices.
- 8.3 The appropriate line manager should receive all appropriate information, such as recommendations made for change, or significant issues raised in the questionnaire, whilst bearing in mind confidentiality issues. The exit interview questionnaire will be retained on the employee's personal file.

Appendix 1 – Recruitment Checklist

Management Recruitment Procedure:

- 1 Define the vacancy to be filled.
- 2 Define the skills required by the post.
- 3 Define the responsibilities and decision making requirements of the post.
- 4 Can the job be filled internally?
- 5 Choose Job Advert media
 - 1 Newspaper advertisements
 - 2 Job Centre
 - 3 Asking current employees if they know anyone
 - 4 Agencies.
- 6 Choose method of gathering information from candidates:
 - 1 Application forms
 - 2 CV's
 - 3 Skills tests.
 - 4 Referees.
- 7 Information to be sent to Applicants:
 - 1 Application Form – if appropriate
 - 2 Equal Opportunities Policy and Procedure
 - 3 Job Description
 - 4 Person Specification
 - 5 Equal Opportunities Policy and Procedure
- 8 Choose method of assessment.

Informal interview	Name of Manager responsible -
Formal interview	Name of Manager responsible -
Assessment Centre	Name of Manager responsible -
Trial work period	Name of Manager responsible –

- 9 Assessment Criteria are based exclusively upon the specific Job Description for the post. The Job Description Criteria are ranked in order of priority and weighted. Individuals are then given a score against each of these criteria. The Candidate with the highest score is the most successful.

- 10 Information to be sent to successful applicant:
 - 1 Letter of appointment
 - 2 Health questionnaire (Only to be used if there are any significant intrinsic risks involved in the post which is being filled).
 - 3 Request for referees
 - 4 Personal details and contact details
 - 5 Bank details (for BACS payments)

- 11 Documents to be issued to New Recruit at Induction
 - 1 Written terms and conditions of employment – contract and staff handbook.
 - 3 Health and Safety Policy and procedure.
 - 4 Job Description.

Appendix 2 – Induction checklist

	YES/NO
Have you explained the profile of the organisation and identified key posts and people?	
Have you provided a copy of the Job Description?	
Have you provided written terms and conditions of employment and ensure that the employee fully understands them?	
Have you fully explained the pay arrangements and ensured you have all relevant information; e.g. P45?	
Have you checked entitlement to work in the UK?	
Have you provided Personal Protective Equipment and explained the company's policy and procedure regarding this equipment?	
Have you fully explained the company's Health and Safety procedure?	
Have you fully explained the company's Fire and Evacuation procedure?	
Have you fully explained the company's break procedure and shown them rest facilities / canteens?	
Have you conducted a training needs assessment for the new employee?	
Have you discussed and agreed a training programme for the new recruit?	

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Louth Town Council

SAFEGUARDING POLICY

Policy Statement

In the interests of child protection and the welfare and protection of vulnerable adults, Louth Town Council is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Town Council within the parish.

Policy Objective

- To ensure that where possible all facilities and activities offered by the Town Council are designed and maintained to limit risk to children and vulnerable adults.
- To promote the general welfare, health and development of children by being aware of child protection issues and to be able to respond where appropriate as a local government organisation.
- To develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.
- As the Town Council does not directly provide care or supervision services to children and vulnerable adults, it expects all children and vulnerable adults using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult.

Aims

The aim of this policy document is to guide members of Louth Town Council should any child protection issue or any issues with vulnerable adults arise during their work.

Responsibilities and Procedures

A Safeguarding Officer will be appointed from within the Council and in his/her role will:

- Ensure that before any Town Council organised event with children or vulnerable persons, they as the appointed Child Protection Officer, brief all participants appropriately;
- Ensure that Members are aware of the risk they may face in certain circumstances whilst carrying out their duties;
- Ensure that whilst Council members are unlikely to be involved with children during the performance of their duties they are mindful of the risk(s) they face;
- Ensure that before any volunteers or paid members of staff are recruited to work with children and vulnerable persons, they are interviewed and two written references taken up;

Decisions on whether any person should be DBS* checked will be made by the Council or the Chairman after consultation with the Clerk following the completion of a risk assessment.

- All new Councillors are to be provided with a copy of the Safeguarding Policy and are required to acknowledge (by signature) they will abide by it.
- Councillors will adhere to the 'List of Recommended Behaviour' namely:
 - A minimum of two adults present when supervising children.
 - Not to play physical contact games.
 - Adults to wear appropriate clothing at all times.
 - Ensure that accidents are recorded in an accident book.
 - Never do anything of a personal nature for a young person.
- Keep records in an incident book of any allegations a young person may make to any committee member or volunteer. The incident book to be available at every Full Town Council meeting for inspection.

- If there is a child abuse incident it must be reported to the Safeguarding Officer who will be responsible for ensuring the matter is handled in accordance with the Local Safeguarding Children Board procedures and also referred to the Council for further action as appropriate and future risk assessment.
- Facilities offered by the Town Council will be inspected on a regular basis and at least annually by a representative of RoSPA or a similar organisation.
- Sharing information about child protection and good practice with partner organisations, councillors, employees, volunteers, parents and carers.
- In the event of a contractor, working directly for the Town Council, being deemed to be working in any area where children or vulnerable adults may be at risk, then that contractor will be asked to provide their Safeguarding Policy.

Any organisation which may make contact with children or vulnerable adults shall be required to show proof of its own appropriate Safeguarding Policy before being allowed to participate in the use of any council owned facilities.

Declaration

Louth Town Council is fully committed to safeguarding the well-being of children and vulnerable adults by protecting them from physical, sexual, emotional harm and neglect.

All members of Louth Town Council should read the Safeguarding Policy. Having read the Policy they should be proactive in providing a safe environment for children and vulnerable people who are involved in Parish Council activities.

**The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged to become the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.*

Louth Town Council

HEALTH AND SAFETY POLICY

Policy Aim

The aim of this Policy is to assist Louth Town Council in providing a safe and healthy workplace and working environment for all of its employees, and to protect all other persons not employed by the Council, but who may be affected by their work activity.

Summary

The Policy provides the framework by which the management of health and safety within the Council will be carried out, including all necessary arrangements and organisation.

Effective communication and competence throughout the organisation will be essential to the success of the Policy.

Policy Statement

The Council is committed to meeting its responsibilities to safeguard the health, safety and welfare of its employees, elected Members, contractors, volunteers, agency staff and any other person who may be affected by its activities.

To enable the Council to carry out these responsibilities it will, so far as is reasonably practicable, take steps to:

- make the workplace safe and without risks to health where possible;
- ensure that plant and machinery are safe and that safe systems of work are set and followed;
- keep dust, fumes and noise under control;
- ensure that articles and substances are stored, moved and used safely;
- provide adequate welfare facilities;
- provide such information, instruction, training and supervision as is needed;
- provide free any protective clothing or equipment required by law and determined by suitable and sufficient risk assessments;
- report certain injuries, diseases and dangerous occurrences to the enforcing authority;
- provide adequate first aid facilities;
- consult with staff about matters affecting employees' health and safety;

The Council delegates the main responsibility for health and safety to the Town Clerk and RFO, but in order for this policy to be successful, it is the personal responsibility of each employee, elected Member, contractor, volunteer and agency staff member to:

- take reasonable care in carrying out their activities to minimise the risk to their own health, safety and welfare and that of their colleagues or others who may be affected by their actions;
- co-operate with management and colleagues in the carrying out of their duties to establish safe systems of work;
- bring to the attention of their line manager any hazards, dangerous practices, accidents or incidents of which they become aware.

On site day to day responsibility for health and safety matters relating to the Town Council Public Property Maintenance will rest with the appointed contractor(s) in relation to service delivery and facility management.

The allocation for safety matters and the particular arrangements that the Town Council will make to implement the policy are set out below. The policy will be kept up to date, particularly as the organisation changes in nature and size. This policy and the way it is operated will be reviewed annually.

This Policy will be supplemented by further policies and procedures relating to work activities.

Signed Town Mayor _____

Town Clerk _____

1 ORGANISATION AND RESPONSIBILITIES

1.1 THE COUNCIL

The Council will make sure that sufficient budget is made available annually for the purposes of meeting Health and Safety Obligations in relation to council activities.

The Council through the Personnel and Governance and Finance Committees will monitor Health and Safety issues and compliance with this policy.

The Committees will:

- review accident and “near miss incident” data;
- receive and consider policies and procedures developed by the Town Clerk, before passing them to Council for approval;
- receive and consider reports from the Town Clerk, Health and Safety Executive and Trade Union representatives;
- assist in the development of safety rules;
- monitor and review health, safety and welfare training.

1.2 TOWN CLERK AND RFO

The Council has the ultimate responsibility for ensuring that the Council fulfils its legal responsibilities, that the Policy’s objectives are achieved and that effective management is in place to secure its implementation and review as appropriate.

To these ends delegated authority is given to the Town Clerk to ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements on an operational basis. The Town Clerk supported by her staff will:

- make sure that staff implement the requirements of the Councils health and safety policy;
- make sure assets are maintained, repaired and operated in a safe manner;
- make sure that all risk assessments are undertaken and safe systems of work established, for all tasks and places of work and that the significant outcomes of the risk assessments are made known to employees and any other parties who may need to be made aware;
- make sure all current and past risk assessments are stored using an appropriate format for recording the relevant risk assessments;
- make sure that risk assessments are reviewed regularly, or immediately after an accident / “near miss” incident or change in work process;
- make sure authorised, qualified and competent people are assigned tasks and that appropriate safe systems of work are in place with consideration to any potentially vulnerable people (e.g. expectant and nursing mothers, young persons and persons with a disability) and any appropriate levels of supervision are provided;
- report and investigate accidents, near misses, ill health and incidents of violence or abuse to the Administration Committee and /or full Council;
- make sure that all employees accept their own health and safety responsibilities and that induction and training initiatives are developed which provide safe work practices considering hazardous operations, substances, machinery or equipment;
- make sure appropriate personal protective equipment is made available (free of charge), suitable and worn as identified by the process of risk assessment, and that records are held of this equipment and it is replaced as required;
- take appropriate action and ensure prompt attention on any representation submitted by any employee who has comments or concerns regarding health and safety;
- make sure that existing fire procedures are adhered to;
- undertake regular checks to ensure that fire exits, corridors, stairs, landings and walkways in offices are kept clear at all time;
- identify training needs through the risk assessment and performance review processes;
- ensure that the Council’s Health and Safety Policy is available to all new and temporary employees and volunteers, and that health and safety awareness is included in the Council’s induction training;
- maintain corporate accident and near miss incident sheets;
- review accident and incident data to identify trends and any appropriate remedial action as necessary;

1.3 EMPLOYEES / COUNCILLORS (WHERE APPLICABLE)

All employees have a duty to take reasonable care of their own health and safety and that of others and to co-operate with their manager on health and safety issues. All employees must ensure that they will:

- carry out all work and tasks in the prescribed manner and follow any training, information and instruction provided;
- use equipment correctly at all times and not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare (for example fire-fighting equipment, protective guards or devices, personal protective equipment, warning signs, etc.);
- familiarise themselves with the evacuation procedures on the sites that they work from or visit regularly;
- make themselves familiar with the Health and Safety policy, health and safety information and any other documents provided for their safety;
- wear or use appropriate personal protective equipment as provided;
- report immediately to the Town Clerk all accidents, incidents, unsafe acts or damage including any “near misses”;
- co-operate in the investigation of accidents with the objective of introducing methods to prevent re-occurrence;
- report any of the following to the Town Clerk:
 - incidents of any pain or discomfort arising out of the carrying out of their work activity;
 - any physical injury resulting from the carrying out of their work activity;
 - any incident of violence or abuse aimed at the employee;
 - all cases where work equipment or personal safety equipment becomes defective;
- take part in risk assessments, workplace inspections and audits when necessary;
- observe safe systems and methods of working at all times, avoiding taking short cuts which would entail unnecessary risks;
- ensure that when driving while at work that they are fit to do so and drive in a safe and proper manner;

1.4 CONTRACTORS

Contractors will be reminded of all their legal obligations, including the reporting of accidents and “near miss” incidents. All contractors must take reasonable care to make sure that their employees and others are safe in and about their work, and competent to undertake the work required. To fulfil these obligations the contractor must provide:

- competent employees and craftsmen who have received adequate training to enable them to safely perform the job;
- adequate supervision of untrained staff or young workers;
- safe plant, i.e. equipment and appliances in good working order
- safe systems of work;
- adequate third party liability insurance as specified by any contract.

Any employee of the Council, who brings in a contractor to carry out works for or on behalf of the Council, is responsible for ensuring that contractor, and any sub-contractors they may appoint, are competent to undertake the necessary works. They must also ensure that suitable systems are in place before the works start to ensure the contractor undertakes work as per their own documented health and safety procedures, and that all works are carried out in a safe manner.

1.5 AGENCY STAFF AND VOLUNTEERS

Agency staff and volunteers will be reminded of their legal obligations, including the reporting of accidents and “near miss incidents”. All agencies and voluntary agencies (where involved) must ensure the individuals they appoint to work for us are competent to undertake the work required.

A copy of this Policy will be given to all staff, elected Member and Contractors undertaking duties and tasks on behalf of the Town Council.

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