

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk



To the Members of the Town Council of Louth:

You are hereby summoned to attend a meeting of Louth Town Council's Planning Committee and Personnel Committee which will be held on Tuesday 16th February 2021 by Zoom Video Conference at 7pm. The business to be dealt with at the meeting is listed in the agenda below.

Please note that the meeting will begin at 7pm unless there is a need to hold a public forum. Any public, wishing to speak on an agenda item or 'sit in' on the meeting(s) should advise the Town Clerk, using the above email address, in advance and may 'join' the meeting using the following details:

To join by computer:

<https://us02web.zoom.us/j/89396045979?pwd=eUw0S00rZC9iQkdXcGpuaUN3TGlmUT09>

To join by telephone: +44 203 901 7895, +44 131 460 1196, +44 203 051 2874, +44 203 481 5237, +44 203 481 5240

Meeting ID: 893 9604 5979, Passcode: 474404

Members of the public should note that they will not be allowed to speak during the formal meeting.

Mrs. L.M. Phillips

Town Clerk

Dated this 11th Day of February 2021

AGENDA

PLANNING COMMITTEE

(Chairman: Cllr. Mrs. S. Crew, Membership: All Cllrs.)

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 Planning Committee meeting held on 19th January 2021.

4. **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 02-16-21). (Attached).

5. **Planning Correspondence**

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

6. **Proposed Works to Trees**

Committee to consider the following:

- a. **Location:** King Edward VI School, Edward Street (Conservation Area) – **Proposals:** T7 – Sycamore – reduce in height from 12m to 10m and spread from 10m to 8m. T11 – Holly – fell. T48 – Horse Chestnut – Two heavy limbs growing over garage – reduce to 8.5 and 5m. – **Reasons:** T7 – Interference with building and BT line. T11 – Decay in main stem.
- b. **Location:** El Dio, Stewton Lane – **Proposals:** G2 – Group of 12 Cupressus Macrocarpa, 4 Austrian Pine, 2 Copper Beech, 1 White Beam, 4 Sitka Spruce – (Goat Willow) T7 on plan, approx.. 10m in height. Pollard as per photographs. **Reasons:** Because of threat to neighbours property, excessive shade and breakage.

7. **Issues and Options Consultation**

Committee to confirm receipt of the above by email (circulated 10th February 2021). Committee to consider the way forward in relation to whether to submit a corporate response, how to and who will compile the response, when.

8. **Pre-Planning Consultation Letter on behalf of Cellnex, EE Ltd, Hutchison 3G UK Ltd and MBNL re. Louth County Hospital**

Committee to confirm receipt of the above by email (circulated 11th February 2021). Committee to consider the way forward in relation to making a corporate response.

9. **Planning Working Group Meetings**

Committee to decide upon the most suitable time for the above meetings to take place.

10. **Next Meeting**

Committee to note that the date of the next scheduled Planning Committee meeting is 16th March 2021.

PERSONNEL COMMITTEE

(Chairman: Cllr. Mrs. J. Makinson-Sanders, Membership: Cllrs. Mrs. EB, SC, DEW, GEH)

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 meeting held on 1st December 2020.

4. **Annual Review of Policies**

Committee to undertake annual review of the following policies:

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

5. Closed Session Item

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 matters.

6. Next Meeting

Committee to note that there are no other scheduled Personnel Committee meetings in 2020/21.

01-19-21 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE
HELD ONLINE BY ZOOM VIDEO CONFERENCE
ON TUESDAY 19TH JANUARY 2021**

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

Councillors: Mrs. E. Ballard (EB), J. Baskett (JB), M. Bellwood (MB), J. Garrett (JG), D.J.E. Hall (DJEH), D. Hobson (DH), D. A. Leonard (AL), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), J. Simmons (JS) and Mrs. P.F. Watson (PFW).

Councillors not present: Cllrs. L. Cooney (LMC), A. Cox (AC), H. Filer (HF), D. Ford (DF), G.E. Horton (GEH), D. Jackman (DJ), K. Norman (KN), F.W.P. Treanor (FWPT) and D. Wing (DEW).

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

232. Apologies for Absence

Cllrs. L. Cooney, A. Cox, H. Filer, D. Ford, G.E. Horton, D. Jackman, K. Norman, F.W.P. Treanor and D. Wing (DEW).

233. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a) Cllr. Mrs. JMS – Items 4 and 5 as a member of ELDC
- b) Cllrs. DJEH – Items 4 and 5 as a member of ELDC
- c) Cllr. AL – Items 4 and 5 as a member of ELDC and planning applications 6 as known to the applicant.
- d) Cllr. Mrs. EB – Planning application 9 as a member of Louth Golf Club

234. Minutes

It was **RESOLVED** that the notes of the Planning Committee meeting held on 15th December 2020 be approved as the Minutes.

235. Applications received by the Local Planning Authority

The Committee considered all planning applications received, including those listed on the schedule (PA/Schedule 01-19-21) and **RESOLVED** as follows:

- a) N/105/02261/20 Former Park Avenue Football Ground,- Support but would comment that the access road will require traffic management and that there are a high number of neighbourhood objections.
- b) N/105/02310/20 - Land at Former Railway object on the grounds of Flooding, Access, Traffic Generation, Highway and Pedestrian Safety (this area is already a notoriously dangerous spot and 10 additional houses will put a lot of pressure on the access).
- c) N/105/02328/20 - Land at Wintringham Way - objected to this application on 19th January 2021 on the grounds of Access, Highway and Pedestrian Safety and flood risk
- d) N/105/02367/20 - Copse and Pond, Legbourne Road, object on the grounds that there is proven flooding in the area
- e) N/105/02041/20 - HALLAMS CLOSE, objected to this application on 17th November 2020 (reasons immediately below). After further consultation and discussion on 19th January 2021 it resolved to reiterate previous objections and add to them, see section below marked 'Additional Comments':

Access and Highway Safety / Traffic Generation

The access road leading to the site (Julian Bower) is a narrow, single car, farm track which is unadopted and not suitable for the level of traffic which this venture will generate and which should not be used for commercial purposes. If a commercial venture, such as this, is to be run from a site along Julian Bower the road should be adopted and made into a proper two lane road.

The junction of Julian Bower with London Road is extremely dangerous being located on the brow of a hill, where vehicles entering the town from the countryside often crest the hill travelling too fast.

Relevant Previous Planning History / Noise and Disturbance from the Scheme

Louth Town Council are concerned that this business has been running for a number of months without the correct permissions. It believes that these proposals constitute over intensive use of a site sold 18 months ago for horses which has resulted in the residents of Julian Bower being subjected to constant upset and disruption since commercial activity on the site commenced. The amount of passing traffic has increased exponentially, this has damaged the surface of the road, cars are using people's driveways

to turn around in, cars are parking down the road, blocking it, endangering lives as emergency vehicles would struggle to pass and causing a nuisance etc. The amount of pedestrians using the road has also increased significantly too and there is no public footpath. The Police have also had to be involved because of breaches of the peace.

Other Concerns

Louth Town Council is concerned that:

- Approval of this application will set a dangerous precedent as it is afraid that it is the lead up to other applications for a residential dwelling(s) and other businesses on the site.
- This application and any made in the future will both individually and cumulatively have a detrimental effect on the AONB within which the site is located
- Health and Safety is being breached by allowing Llamas in the vicinity of people eating picnics.
- This application proposes that a gate across Julian Bower itself be installed, which would be wholly unacceptable and surely illegal.
- This application would necessitate the use of floodlights which would be a nuisance and source of light pollution.
- An emergency sleeping room has been proposed. This is wholly unacceptable, unrequired for such livestock and has not been necessary in the past eighteen months.

Additional Comments

Louth Town Council discussed the above application on 19th January, following submission by the applicant of additional supporting documents. Louth Town Council resolved to object again as it felt that these documents do not address all of the concerns raised originally by the Town Council in relation to access and traffic. They also raised further objections as follows:

- Traffic generation/Noise and disturbance/Adequate parking and servicing/Overlooking and loss of privacy

The Council were concerned to note that within the documentation it is mentioned numerously that approval of the proposals will result in a very limited increase in use of the road. However, the Council questioned these statements, given the proposals to provide additional services such as birthday parties, refreshment facilities for walkers and community events.

- Overbearing nature of proposal/Public Visual Amenity/Loss of ecological habitats

The Council were concerned that the building proposed for the site is described as small when it is the equivalent size of a 3 bedroom house and at 6 meters tall it will tower over the landscape and block views of the AONB in which the site is located.

- The Council were also concerned that as the site is located in the AONB account should be taken of how such an important area would be protected and how biodiversity would be properly managed across the site by the scheme. Further comments from other organisations such as The Lincolnshire Wolds Countryside Service and The Lincolnshire Wildlife Trust plus those from the Historical Officer and all pertaining to the site being of scientific interest have not been dealt with.

The Council were dismayed to hear that a wooden access stile on the edge of the field had been damaged and not fixed, hindering the public's use of the public footpath running through the site. The Council also heard that appropriate fencing had not been installed and consequently the Llamas were escaping on a regular basis. The Council considered that sleeping quarters were not necessary on site as Llamas are traditionally 'left out' and have no need for human intervention.

- g. N/105/01961/19 - Land Off Brackenborough Road, originally objected to this application on 11th February 2020 and object again, reiterating previous reasons (see below) and on the grounds that 237 dwellings is over the maximum number allowed in the local plan, making the proposal overbearing in nature and too dense.

The proposed increase in numbers makes the density of buildings on the site too high, numbers should stay as originally proposed. The Council believes that the proposals will present problems re. overlooking and loss of privacy. The Council also wished to reiterate its previous objections:

- 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 – Councillors are concerned that in the event of a fire in the area there would be insufficient water pressure in the vicinity to accommodate emergency services. Further, Councillors have been informed that there is not an adequate supply of water to this area and in order to rectify this Westgate Fields and Westgate 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 sewer systems unable to cope with current demand 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 Local Plan that building in the North East of the town where the road infrastructure is already strained 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. Access via the Industrial Estate would shift traffic volume issues through an unsuitable area not designed for this purpose.
- 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 journeys will be necessary to access any medical, educational, leisure or retail purposes.
- 7) The development location is outside the envelope of the town boundaries and has been 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 raises safety concerns.
- 8) Detrimental impact on the town generally from the increased pressure on health and education services and increasing volumes of traffic which will destroy the character of the town. ELDC should also be aware that members of the public, not adjacent to this site, have attended meetings to express their concerns regarding the impact on traffic numbers and the inability of the infrastructure to cope.

NB: Cllr. JS left at 10:51pm during this discussion returning at 10:53pm.

236. Planning Correspondence

The following correspondence was noted.

a) ELDC Planning Decisions

- i) Approved – N/105/02064/20 – Planning Permission – Land - 46 Hawthorne Ave – LTC Supported
- ii) Approved – N/105/01841/20 – Listed Building Consent – Ivy House, 50 James Street – LTC Supported
- iii) Approved – N/105/01917/20 – Planning Permission – 1 Elsham Park – LTC Supported
- iv) Approved – N/105/01386/20 – Planning Permission – Louth Garden Centre - Supported
- v) Approved – N/105/01939/20 – Planning Permission – Land East of AE Cook Ltd – LTC Supported
- vi) Approved - N/105/02072/20 – Planning Permission – Plot at Rowsar House – LTC felt not enough info to comment
- vii) Approved – N105/01942/20 – Section 73 – Aldi Supermarket, Newbridge Hill - LTC Objected.

b) Enforcement

- i) Location: 17 Mercer Row – vinyl to shop stall riser and fascia - ELDC written to inform them of breach of planning control.
- ii) Location: 47 Broadley Cres – Untidy land and building – Written to resident to ask to remove waste and overgrowth.
- iii) Location: 14 Westgate – Satellite dish in conservation area - Breach of Planning Control – ELDC has written to request planning permission be applied for.
- iv) Location: 13 Market Place – Untidy land and building – acknowledgment of complaint.
- v) Location: 28-30 Mercer Row - Untidy land and building – acknowledgment of complaint.
- vi) Location: 13 & 13a Cornmarket - Untidy land and building – acknowledgment of complaint.
- vii) Location: 14 Market Place - Untidy land and building – acknowledgment of complaint.

c) Withdrawn Applications

- i) N/105/01810/20 – land off Keddington Road – Application withdrawn 14th December 2020.

d) Temporary Traffic Restrictions

- i) ORGANISATION RESPONSIBLE – Sunbelt Rentals UK - B1200 St Mary's Lane (Southbound slip road only between St Mary's Lane and Westgate on 4/2/2021
- ii) ORGANISATION RESPONSIBLE - Lindsey Marsh Drainage Board -REASON FOR RESTRICTION: Structural Repairs & Replacement Weir Installation Public Right Of Way (PROW) Closure Orders in place on: PROW 343 (Ticklepenney Lock Road to PROW 213), PROW 213 (PROW 343 to River Lane), PROW 213 (PROW 343 to Eastfield Road), PROW

214 (PROW 213 to PROW 534) 1/2/2021 to 16/4/2021 (Restrictions to be implemented as & when required during this period (Monday to Friday 06:30 to 17:30 only), signage detailing accurate dates & times will be displayed on site in advance)

237. Next Meeting

The Committee noted that the date of the next scheduled Planning Committee meeting was 16th February 2021.

The Meeting Closed at 11:26pm.

Signed _____ (Chairman)

Dated _____

Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conservat-ion Area?	Previous LTC Comments	WG Recommendations	Expiry Date for LTC Comments
1	ELDC	N/105/ 02349/20	Planning Permission	Mr. & Mrs. Coddington	Alterations to existing dwelling to provide replacement Upvc windows on the first floor.	21 Ramsgate, LN11 0NB, St James Ward	Yes	New	Object to upvc in the conservation area.	17/02/2021
2	ELDC	N/105/ 02352/20	Planning Permission	Mr. & Mrs. Moore,	Extensions and alterations to existing dwelling to provide an enlarged kitchen, 2no. offices with 2no. bedrooms over to include the provision of 2no. off street parking spaces and fencing to a maximum height of 1.8 meters. AMMENDMENT: A 1.8m high fence has been added to the proposed development.	2 Bradley Crescent, LN11 8AL, Trinity Ward	No	Supported this application on 19th January 2021	Support.	17/02/2021
3	ELDC	N/105/ 01310/20	Planning Permission	Miss V Walker	Change of use, conversion of, extension and alterations to the existing Lincolnshire County Council Offices to provide 13no. flats, erection of a detached block of 5no. dwellings and provision of associated parking - AMMENDMENT: Foul and surface water disposal details received; Boundary line along Abbey Road has been amended.	Eastfield House, Eastfield Road, LN11 7AN, Trinity Ward	No	Objected to this application again on 20th October 2020 on the grounds of overintensification. It was also concerned about traffic generation and access and highway safety onto an already busy road. It felt that this is not a residential area, due to its proximity with the Fire Station and it was concerned about the loss of trees, heritage and ecological habitats. It was also concerned about flood risk as Eastfield Road is known to suffer already	Object . Drainage plan is for the site only. There is no plan for excessive rain and foul waste into old victorian plumbing. Eastfield Road floods on a regular basis. Proposed that bins be sited at corner of Eastfield Road and road to Police Station. Surely should not block this road. Only 6 large bins for 18 dwellings! No report from Anglian Water. No SUDs report. no info regarding the removal of 16 large trees. No traffic report on increased traffic in an overcrowded road and proximity to Policy and Fire Stations.	18/02/2021
4	ELDC	N/105/ 00033/21	Planning Permission	Mr. M. Smith,	Change of use and conversion of existing first and second floor to provide a dwelling	44 Eastgate, LN11 9NJ, Priory Ward	Yes	New	Support.	26/02/2021
5	ELDC	N/105/ 00057/21	Planning Permission	Mr. S. Smith,	Erection of a block of 3no. single garages, existing garages to be demolished. Erection of a front boundary wall with metal infill railings 1.80m high.	1 Legbourne Road, LN11 8ES, St. Michael's Ward	No	New	Support.	17/02/2021
6	ELDC	N/105/ 00155/21	Planning Permission	Mr. G. Allinson	Erection of 2 no. detached houses with attached double garages.	Land rear of 45 and 47 Horncastle Road, St. Mary's Ward	No	New		02/03/2021
7	ELDC	N/105/ 00207/21	Planning Permission	Mr. P. Best	Erection of a detached bungalow and a detached store, on the site of an existing bungalow which is to be demolished.	65 Mount Pleasant, LN11 9DW, Priory Ward	No	New		02/03/2021

Our Ref	Author-ity	Application No		Type	Applicant	Proposal	Location / Ward	Conservat-ion Area?	Previous LTC Comments	WG Recommendations	Expiry Date for LTC Comments
8	ELDC	N/105/	00020/21	Planning Permission	Mr. B. Coupland	Extension and alterations to the existing dwelling to provide a ground floor sun lounge, enlarged kitchen/diner, plant room, changing room and reception area (works completed).	131 Keddington Road, LN11 0BL, St. Margaret's Ward	No	New		03/03/2021
9	ELDC	N/105/	00200/21	Consent to Display	Grimsby Institute of Further and Higher Education	1 no. non-illuminated fascia sign.	11 Mercer Row, LN11 9JG, Priory Ward	Yes	New		04/03/2021

PLANNING COMMITTEE 16th FEBRUARY 2021

PLANNING CORRESPONDENCE TO NOTE

ELDC Planning Decisions

Approved – N/105/02313/20	- Planning Permission	- 118 Eastgate	- LTC Supported
Approved – N/105/021225/20	- Planning Permission	- 121-123 Church Street	- LTC Supported
Approved - N/105/02333/20	- Planning Permission	- 98 St. Bernard's Avenue	- LTC Supported
Approved - N/100/00017/21	- Planning Permission	- Kenwick Farm House	- LTC Supported
Approved - N/105/02328/20	- Planning Permission	- Land at Wintringham Way	- LTC Objected
Approved - N/105/02263/20	- Planning Permission	- 1 Parsons Halt	- LTC Supported
Approved - N/105/02181/20	- Planning Permission	- 11A Willow Drive	- LTC Supported
Approved - N/105/01954/20	- Planning Permission	- 10 Sandringham Drive	- LTC Supported
Approved - N/105/02188/20	- Planning Permission	- DS Smith Windsor Road	- LTC Supported

Temporary Road Closures

ORGANISATION RESPONSIBLE FOR RESTRICTION: Sunbelt Rentals UK

REASON FOR RESTRICTION: Cabling & New Connection

LOCATION & NATURE OF RESTRICTION:

Road Closure Order in place on: B1200 St Marys Lane (Southbound slip road only between St Marys Lane & Westgate)

PERIOD OF RESTRICTION: 4/2/2021

THE ABOVE CLOSURE HAS NOW BEEN CANCELLED

12-01-20 PERS MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PERSONNEL COMMITTEE
HELD ONLINE USING THE ZOOM PLATFORM
ON TUESDAY 1ST DECEMBER 2020**

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

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

Councillors not present: None.

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

201. Apologies for Absence

None.

202. Declarations of Interest / Dispensations

None.

203. Minutes

It was **RESOLVED** that the notes of the Personnel Committee Meeting held on 8th September 2020 be approved as the Minutes.

204. Annual Review of Staff Disciplinary and Grievance Policy

The Committee reviewed the Staff Disciplinary and Grievance Policy and **RESOLVED** that following the deletion of the word 'four' (under formal grievances section) that they authorised the use of the policy.

205. Closed Session Item

It was **RESOLVED** to move into **Closed Session** in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matter:

a. Council Volunteer

It was agreed that the Town Clerk should check the Council's powers to incur expenditure on a small gift of thanks and bring back her findings to a future Personnel Committee meeting for further discussion.

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

206. Next Meeting

The Committee noted that the date of the next scheduled Personnel Committee meeting was 16th February 2020.

The Meeting Closed at 8.26pm.

Signed _____ (Chairman) Dated _____

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 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. Information relating to equality and diversity 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 application 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?	

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.

Staff and Councillors 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. Councillors will be reported to the monitoring officer.

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.

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

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 or a random spot check 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.

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.

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.

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;
- 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;
- review contents of first aid kits annually

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.

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

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.
- To provide, staff, volunteers and councillors with overarching principles that guide our approach to safeguarding.
- 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.

Policy Statement

Abuse is a violation of an individual's human and civil rights by any other person(s) or group of people. Abuse may be single or repeated acts. It can be:

Physical: for example, hitting, slapping, burning, pushing, restraining or giving the wrong medication.

Psychological and emotional: for example, shouting, swearing, frightening, blaming, ignoring or humiliating a person, threats of harm or abandonment, intimidation, verbal abuse.

Financial: including the illegal or unauthorised use of a person's property, money, pension book or other valuables, pressure in connection with wills, property or inheritance.

Sexual: for example, forcing a person to take part in any sexual activity without his or her informed consent – this can occur in any relationship.

Discriminatory: for example, racist or sexist remarks based on a person's disability, age or illness, and other forms of harassment, slurs or similar treatment. This also includes stopping someone from being involved in religious or cultural activity, services or support networks.

Neglect and acts of omission: for example, ignoring medical or physical care needs. These can be deliberate or unintentional, amounting to abuse by a carer or self-neglect by the vulnerable person, e.g., where a person is deprived of food, heat, clothing, comfort or essential medication, or failing to provide access to appropriate health or social care services.

How Might We Notice Abuse?

Concerns about or evidence of abuse can come to us through:

1. A direct disclosure by the child, young person or vulnerable adult.
2. A complaint or expression of concern by another member of staff, a volunteer, another service user, a carer, a member of the public or relative.
3. An observation of the behaviour of the child, young person or vulnerable adult by the volunteer, member of staff or carer.

Our Commitment

To support children, young people or vulnerable adults who are experiencing, or at risk from abuse, Louth Town Council is committed to:

- Identifying the abuse of children, young people or vulnerable adults where it is occurring.
- Responding effectively to any circumstances giving grounds for concern, or where formal complaints or expressions of anxiety are expressed.
- Ensuring the active participation of individuals, families, groups and communities wherever possible and appropriate.

- Raising awareness of the extent of abuse on vulnerable adults and its impact on them.
- Promoting and supporting work designed to reduce abuse and the fear of abuse as experienced by children, young people or vulnerable adults

Prevention and Confidentiality

A Safeguarding Officer will be appointed from within the Town Council for any events organised by the Town Council. His/her role will be:

- 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.

- All staff, volunteers and Councillors will be requested to read Louth Town Council's Safeguarding Policy.
- Councillor 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 council related person.
- 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.

Louth Town Council will work with children, young people or vulnerable adults in a way that meets all the aspects of confidentiality in our different policies, but where abuse to a child or vulnerable person is alleged, suspected, reported or concerns are raised, the Safeguarding Procedure must be followed. The confidentiality of the vulnerable person will be respected wherever possible and their consent obtained to share information. The vulnerable person should be made aware that staff cannot ignore issues around abuse and that steps will be taken to deal with them in as sensitive a manner as possible. The welfare of the individual is paramount.

High Level Procedure

1. You think abuse has or may have occurred. Act immediately. Make sure the person is safe. Inform your line manager immediately. Contact the police if it is thought a crime has just been committed. Record details of the allegation in the incident book.
2. Bringing the concern to the attention of Your Manager who in turn will contact Lincolnshire Social Services or the Police. Your manager discusses the concerns with the local authority referral agency or the police straight away.
3. Social Services will coordinate an investigation. They might decide to call the police. You might need to give a statement to Social Services or the police. Social services or the police will decide what to do next. In accordance with the law, the Council will refer to the Disclosure and Barring Service (DBS) any member of staff
 - a. Who was dismissed because they harmed a child or adult;
 - b. Who was dismissed or remove from working in a regulated activity because they might have harmed a child or adult;
 - c. Who would have been dismissed for either of these reasons, but they resigned first; or
 - d. Who works with children or vulnerable adults in a regulated activity and has been cautioned or convicted for a relevant offence.

Safeguarding concerns and allegations relating to Councillors will be referred to the Monitoring Officer and dealt with in accordance with the Code of Conduct of Members of the Council.