

**MINUTES OF THE PERSONNEL COMMITTEE MEETING
HELD AT THE SESSIONS HOUSE, EASTGATE, LOUTH
ON TUESDAY 24th APRIL 2018**

Present: Councillor D.E. Wing (DEW) (in the Chair)

Councillors: Mrs. E. Ballard (EB), G.E. Horton (GEH), Mrs. J. Makinson-Sanders (JMS), F.W.P. Treanor (FWPT),

Councillors not present:

The Town Clerk, Mrs. L.M. Phillips was also present.

648. Apologies for Absence

There were no apologies for absence.

649. Declarations of Interest / Dispensations

There were no declarations of interest.

650. Minutes

Following a proposal by Cllr. Mrs. EB, seconded by Cllr. FWPT it was **RESOLVED** that the notes of the last meeting held on 27th March 2018 be approved as the Minutes.

651. Closed Session Item

Following a proposal by Cllr. Mrs. EB, seconded by Cllr. FWPT it was **RESOLVED** that the meeting should 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 staffing matters:

- a. Following a proposal by Cllr. Mrs. EB, seconded by Cllr. FWPT it was **RESOLVED** to make a recommendation to Town Council on 8th May 2018 that the Personnel Committee and Town Clerk should be given delegated authority to advertise for an Assistant Town Clerk, contracted hours to be 27.5 per week, salary to be awarded in the NJC range LC1 Scale Point 18 to 22, pro-rata (*NB* at time of printing Scale Point 18 is the equivalent of £18,070 (full time) which equates to £13,430 pro-rata, in this case). Personnel Committee and Town Clerk also to formulate a tailored person specification, job description and contract prior to advertising.
- b. Following a proposal by Cllr. FWPT, seconded by Cllr. Mrs. EB it was **RESOLVED** that the contract of OW104 should be extended to the end of May 2018 and to include the payment of mileage at .45p/mile.

Following a proposal by Cllr. FWPT, seconded by Cllr. Mrs. EB it was **RESOLVED** to move back into open session.

The Meeting Closed at 7.13pm.

Signed _____ (Chairman)

Dated _____