

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 and Community Resources Committees which will be held on Tuesday 4th April 2023 in The Old Court Room, The Sessions House, Eastgate, Louth at 7pm. The business to be dealt with at the meeting is listed in the agenda below.

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

Please note, any public, wishing to speak in the public forum may do so on items which appear on the agenda or may 'sit in' on the meeting(s). It would be much appreciated if any member of the public wishing to speak would please contact the Town Clerk, by emailing clerk@louthtowncouncil.gov.uk in advance of the meeting to discuss attendance arrangements. If possible, please provide written representation rather than attending in person.

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 30th March 2023

AGENDA

PLANNING COMMITTEE

(Chair: Cllr. Mrs. S. Crew, Vice Chair: Cllr. D. Hobson, 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 14th March 2023. (Attached).

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 04-04-23). (Attached).

5. **Planning Correspondence**

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

6. **Street Naming**

Committee to consider the following requests and resolve as necessary:

- a) Street name and number a new development comprising 45no. dwellings on the former Wallis House Site, Birch Road. 3no. new road names are requested. (See attached map).
- b) Street name and number a new development comprising of 14no. dwellings on Land West of Keddington House, Keddington Road. Developer would like to name the area in question North Halt Court, the name being reference to the historical use for the site as the location for railway sidings. (See attached map).

7. **Next Meeting**

Committee to note that the date of the next scheduled Planning Committee meeting is 25th April 2023.

COMMUNITY RESOURCES COMMITTEE

(Chair: Cllr. A. Leonard, Vice Chair: Cllr. L.M. Cooney, 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 Community Resources Committee meeting held on 31st January 2023. (Attached).

4. **Coronation of King Charles III – Bespoke Planter**

Further to previous discussions at Council, Committee to note that ELDC has confirmed that planning permission will not be required for the bespoke bench. LCC has confirmed that it may be placed at the top of the Cornmarket in place of the planter currently located there under the agreement in place for that. Committee to resolve upon the way forward.

5. **Rural Market Towns Group**

Committee to consider subscribing to the above at an annual cost £121.82 plus VAT. (See attached information sheet).

6. **Louth Art Trail**

Committee to receive and consider a request to support the regeneration of the above and for any financial contribution possible (see attached).

7. **Asset Register**

Committee to review and approve the Council's Asset Register. (To be tabled).

PERSONNEL COMMITTEE

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

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

1. **Apologies for Absence**

To receive and note apologies where valid reasons for absence have been given to the Town Clerk at least one hour prior to the meeting.

2. **Declarations of Interest / Dispensations**

To receive declarations of interest in accordance with the Localism Act, 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests and any written requests for dispensation received by the Proper Officer under section 22 of the Localism Act.

3. **Minutes**

To approve as a correct record the notes of the Personnel Committee Meeting held on 6th February 2023.

4. **Review of Policies and Procedures**

Committee to review the following Council policies and procedures and approve for continued use:

- a) Drugs and Alcohol Policy and Procedure
- b) Health and Safety Policy
- c) Protocol Officer / Councillor Relationships
- d) Sickness and Absence Policy
- e) Use of Council Email/Internet Policy and Procedure
- f) Grievance and Disciplinary Procedure
- g) Recruitment and Selection Policy
- h) Safeguarding Policy

03-14-23 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 14TH MARCH 2023**

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

Councillors: Mrs. E. Ballard (EB), M. Bellwood (MB), H. Filer (HF), D.J.E. Hall (DJEH), D. Hobson (DH), M. Lamb (ML), A. Leonard (AL), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), K. Norman (KN), B. O'Brien (BO), J. Simmons (JS), P. Starsmore (PS), Mrs. P.F. Watson (PFW) and D.E. Wing (DEW).

Councillors not present: J. Baskett (JB), L.M. Cooney (LMC), J. Garrett (JG), G.E. Horton (GEH),

The Town Clerk, Mrs. L.M. Phillips and one member of the public were also present.

P105. Apologies for Absence

Apologies for absence were received from Cllrs. JB, LMC, JG and GEH.

P106. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. Mrs. SEL – PA5 as Deputy Warden of the King Edward VI Almshouses School and Educational Charity
- b. Cllr. Mrs. EB – PA5 as Warden of the King Edward VI Almshouses School and Educational Charity
- c. Cllr. AL – PA5 as a representative on the King Edward VI Almshouses School and Educational Charity and PA4 as a food retailer in the town.
- d. Cllr. DJEH – agenda item 5 as a member of the ELDC Planning Committee.
- e. Cllr. JMS – agenda items 4, 5, 6, as a member of ELDC and 7 as a representative on the Transport Board for ELDC.

P107. Minutes

It was **RESOLVED** that the notes of the Planning Committee meeting held on 21st February 2023 be approved as the Minutes.

P108. Applications received by the Local Planning Authority

The Committee considered all planning applications received, including those listed on the schedule (PA/Schedule 03-14-23) and **RESOLVED** as follows:

- a. N/105/00246/23 - objected on the grounds that if the proposed pond is allowed there will not be adequate grazing space for horses.
- b. N/105/00341/23 objected on the grounds of:
 - Access/Highway Safety and Traffic Generation*
Alexander Drive has no footpath and is very well used by children going to and from school, families and general pedestrians using it as a cut through, all of whom walk in the middle of the road. The road is tight and it is felt already poses a danger. An additional access onto it in the vicinity of the proposals and the additional traffic generated would make the road very dangerous. The Council felt that any proposals should at the very least include the provision of a footpath.
 - Adequate Parking and Servicing*
The proposals for car parking on the new development appear very limited. The Council is concerned that cars would overflow onto Alexander Drive which is already overcrowded and where parking is already limited. Thus making Alexander Drive even more dangerous both for traffic and for pedestrians. In summary the Council felt that there is not enough parking for 7 residences especially with the existing parking problem. The Council was also concerned that the block paved surface of the road would make it unusable by refuse lorries etc., and that it would also not be adopted by LCC as a result.
 - Layout and Density of Buildings*
The Council felt that the number of buildings proposed for the site was over-intensive. Finally, the Council were concerned that no green space has been included.
- c. N/105/00213/23 - Objected on the grounds of:
 - Traffic Generation, Access and Highway Safety*
Eastfield Road is a vital road into and out of the Town Centre. It is already extremely busy, it is very

narrow in places due to parked cars along its length at all times of the day and any increase in regular users, especially those accessing or exiting onto it regularly will inevitably have a detrimental effect on infrastructure that already struggles to cope and on the safety of residents, general users and pedestrians.

Vitality and Viability of Town Centres

Louth Town Council believes that the existing building has a wealth of historical importance having been a private school, factory and home of former two times Mayor, Robert Norfolk in its past. The building features in many articles and exhibits produced by Louth Museum. The Town Council strongly believes that the front façade which is three-storeys high and originates from the 19th Century holds substantial architectural and historic significance and should be saved at all costs. It contributes to the character, social, environmental and cultural value of the town and benefits the economy in the form of tourism. Demolition of such historic assets can have severe detrimental effects and as such the Town Council would implore ELDC to ensure that the front façade is retained at the very least.

- d. To support all other applications.

P109. Planning Correspondence

The Committee considered and noted the following planning correspondence:

a. ELDC Planning Decisions

- i. ELDC Approved – N/105/02331/22 – Planning Permission – 127 Eastgate – LTC Neutral.
- ii. ELDC Approved – N/105/00805/22 – Section 73 Application – The Limes, 41 Westgate, LN11 9YE – LTC Supported.
- iii. ELDC Approved – N/105/00806/22 – Section 73 Application – Lindsay House, 43 Westgate, LN11 9YE – Supported.
- iv. ELDC Approved – N/105/01303/22 – Planning Permission – Land West of Keddington House, Keddington Road – LTC Objected.
- v. ELDC Approved – N/105/02524/22 – Planning Permission – 13 Westgate, LN11 9YJ – LTC Supported.
- vi. ELDC Approved – N/105/02518/22 – Section 73 Application – Plot 59 Bolingbroke Road, Fairfield Industrial Estate – LTC Supported.
- vii. ELDC Approved – N/105/01883/22 – Planning Permission – 1-2 Pawnshop Passage, LN11 9JQ – LTC Supported.
- viii. ELDC Approved – N/105/02292/22 – Planning Permission – Wolds Manufacturing Services Ltd, Scarborough Road, Fairfield Industrial Estate – LTC Supported.
- ix. ELDC Approved – N/105/02282/22 – Planning Permission – 5 Julian Bower, LN11 9QN – LTC Supported.
- x. ELDC Approved – N/105/00068/23 – Planning Permission – 80 Keddington Road, LN11 0BA – LTC Supported.

b. Temporary Traffic Restrictions

- i. Organisation responsible for restriction: Lincolnshire County Council

Reason for restriction: Surface Dressing

Nature and location of restriction: *Road Closure Order* - Halton Road (Between Ashby Road & Monkthorpe Road) Ashby by Partney, Apley Road (Between B1202 & Goltho Road) Bardney, Louth Road/Elkington Road (Between Grimsby Road & Binbrook Road) Binbrook, Mill Way/Main Street, Fulstow/Covenham St Mary, Wood Enderby lane, Wood Enderby/Haltham, Hagnaby Lane (Between Beesby Road & A1111) Hannah Cum Haganby, Church Lane/Tetney Lane (Between Louth Road & start of national speed limit exiting village) Holton Le Clay, B1190 Bucknall Road (Between Moor Lane & Platts Lane) Horsington, Steeping Road (Between Mill Lane & Fen Road) Little Steeping, Sea Lane (Between Fleetway & East side of bridge) North Coates, Main Road (Between B1191 & Moor Lane) Roughton, Mill Lane (Between Alford Road & Pinfold Lane) Saleby, B1183 (Between A153 & A155) Scrivesby/Revesby, Louth Road (Between Pickhill Lane & Fen Lane) Scupholme, Stone Pit Lane (Between A1028 & Spilsby Road) Skendleby, Main Road (Between Bluestone Heath Road & Willoughby Road) Skendleby, B1203 Rasen Road (Between A631 & Thorpe Lane) Tealby, Bluestone Heath Road (Between Tetford Hill & A153) Tetford, Town Road/Station Road (Between A16 & Humberston Road) Tetney, Green Lane (Between A158 & B1190) Thimbleby, Rossa Lane (Between Mile lane & Hagnaby Lane) Trusthorpe, Church Lane (Between A16 & Abbey Lane) Utterby, Bluestone Heath Road (Between Wellsdale Road & A157) Welton Le Wold Moorby Road (Between Main Road & Wilksby Lane) Wood Enderby, Main Road (Between Wood Enderby Lane & Wilksby Lane) Wood Enderby, Kirkby Lane (Between Horncastle Road & Wellsykes Lane) Woodhall Spa,

40mph Speed Limit (with 10mph convoy working) Order - A1104 Miles Cross Hill (Between Cherry Tree Lane & Church Lane) Alford, A158 Horncastle Road (Between Bardney Road & Hungrum Lane) Baumber, B1225 Caistor High Street (Between A157 & A631) Burgh on Bain, A157 Louth Road (Between Panton Road & Beck House Bridge) East Barkwith, A16 (Between Bolingbroke Road & Louth Road) Louth, A16 London Road (Between Oslears lane & Maidenwell lane) Tathwell/Burwell, A631 (Between A157 & Church lane) South Elkington, A16 (Between Louth Road & 50mph speed limit leaving village) Utterby

30mph Speed Limit (with 10mph convoy working) Order – Lincoln Road (Between Church Road North & Grantham Drive) Skegness, A1031 Humberston Road (Between National speed limit exiting village & Market Place) Tetney, A16 (Between Louth Road & 50mph speed limit exiting village) Utterby, A631 (Between A157 & Church Lane) South Elkington

20mph Speed Limit Order – A1104 Miles Cross Hill (Between Cherry Tree Lane & Church Lane) Alford, A158 Horncastle Road (Between Bardney Road & Hungram Lane) Baumber, B1225 Caistor High Street (Between A157 & A631) Burgh on Bain, A157 Louth Road (Between Panton Road & Beck House Bridge) East Barkwith, B1190 Bucknall Road (Between Moor Lane & Platts Lane) Horsington, A16 (Between Bolingbroke Road & Louth Road) Louth, A631 (Between A157 & Church Lane) South Elkington, A16 London Road (Between Oslears Lane & Maidenwell Lane) Tathwell/Burwell, A16 (Between Louth Road & 50mph speed limit exiting village) Utterby

Road Closures - Approx 2 days in each location 40mph (10mph Convoy) - Approx 2 days in each location 30mph (10mph Convoy) - Approx 2 days in each location 20mph - Approx 14 days in each location

Period of restriction: 01/04/2023 - 30/10/2023 (Restrictions to be implemented for 14 days as and when required during this period, signage detailing accurate dates and times will be displayed on site in advance)

ii. Organisation responsible for restriction: Foxhall Construction

Reason for restriction: Emergency - Public safety during crane lift

Nature and location of restriction: Emergency Road closure Order - Nicholl Hill

Period of restriction: 28/02/2023 - 28/02/2023 07:00 to 17:00 (Restrictions to be implemented for 1 days as and when required during this period, signage detailing accurate dates and times will be displayed on site in advance)

c. **Withdrawn Applications**

- i. Notification that planning application N/105/02522/22 – The Bungalow, Cisterngate, LN11 0ER was withdrawn on 21st February 2023.

P110. Proposed Works to Trees

The Committee considered the following proposed works to trees (details circulated by email 6th March 2023) and **RESOLVED** to support:

- a. **Location:** 170 Eastgate **Proposal:** T1 Unknown species – Fell **Reasons:** Roots heading towards the house. Tree is leaning over the roof and intercepting overhead cables.

P111. Proposed No Waiting At Any Time – Ramsgate and Alexandra Road

The Committee considered a proposal to implement the above (details circulated by email 6th March 2023) and **RESOLVED** to support.

P112. Next Meeting

The Committee noted that the date of the next scheduled Planning Committee meeting was 4th April 2023.

The Meeting Closed at 9.55pm.

Signed _____ (Chairman)

Dated _____

Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conserva-tion Area?	Previous LTC Comments	LTC Planning Working Group Comments	Expiry Date for LTC Comments
1	ELDC	N/105/00412/23	Planning Permission	Mr. G. Lord	Extension and alterations to the existing dwelling to provide additional living accommodation. Part of the existing dwelling to be demolished and alterations to existing wall.	170 Eastgate, LN11 9AG, St. James' Ward	Yes	New	Support	05/04/2023
2	ELDC	N/105/00409/23	Section 73	M/s. Church	Section 73 application in relation to condition no. 2 (approved plans) imposed on planning permission reference no. N/105/01736/22 which was for erection of a detached house with attached garage	42 St. Mary's Lane, LN11 0DT, North Holme Ward	Yes	New	Unable to comment	05/04/2023
3	ELDC	N/105/00425/23	Section 73	Mr. J. Fairburn	Section 73 application in relation to condition no. 2 (approved plans), condition no. 3 and 4 (archaeology), condition no. 5 (construction management plan), condition no. 6 (arboricultural impact assessment), condition no. 8 (surface water drainage), condition no. 10 (landscaping), condition no. 18 (ecology mitigation) and condition no. 21 (footpath link) as imposed on planning permission reference no. N/105/01436/18 which was for erection of 11no. houses with attached double garages and 3no. houses with detached double garages, construction of vehicular/pedestrian accesses and internal access roads and the provision of public open space and compensatory habitat area.	Land to the North of Julian Bower, St. Mary's Ward	No	New	Support	05/04/2023
4	ELDC	N/105/00511/23	Planning Permission	Mr. C. Bowen	Change of use, conversion of and alterations to existing commercial office building which is a listed building to form one residential dwelling and erection of entrance gates.	15 Chequergate, LN11 0LJ, St. James' Ward	Yes	New	Support	12/04/2023
5	ELDC	N/105/00460/23	Planning Permission	Mr. B. Wood	Alterations to existing dwelling to replace single glazed windows to side and rear elevations with pvcU double glazed units.	The Bungalow, Cisterngate, LN11 0ER, St. James' Ward	Yes	New but LTC commented on similar application ref N/105/02522/22: As a rule, Louth Town Council rejects pvcU in the conservation area. This property is unique and the Council feels that other more appropriate alternatives should be explored in order to retain the properties originality.	Object, no uPVC in Conservation Area.	16/04/2023
6	ELDC	N/105/02305/22	Planning Permission	Mrs. J. Laverack	Erection of 4no. dwellings and conversion of the existing outbuilding to provide bin storage and vehicular parking.	Site of Former 2 Lee Street, Priory Ward	Yes	New	Object. Historic Environment Officer requests archaeological survey. Neighbour has party wall cracking problems. Report on contaminated land needed. Overdeveloped with 4 properties on small site. Extra traffic coming out of small access point. Threat to historical site.	12/04/2023
7	ELDC	N/105/00630/23	Planning Permission	Mr. and Mrs. G. & S. Ireland	Extensions and alterations to existing dwelling to provide additional living accommodation.	6 Waterside, LN11 0US, St. Margaret's Ward	No	New	Support.	21/04/2023

PLANNING COMMITTEE 4th APRIL 2023
PLANNING CORRESPONDENCE TO NOTE

1. ELDC Planning Decisions

- a. ELDC Approved – N/105/00100/23 – Planning Permission – 127 Eastgate – LTC Neutral.
- b. ELDC Approved – N/105/00198/23 – Consent to Display – 127 Eastgate – LTC Neutral.
- c. ELDC Approved – N/105/02363/22 – Planning Permission – 4 Almond Crescent – LTC Supported.
- d. ELDC Approved – N/105/02449/22 – Listed Building Consent – Stables and Cart Store Rear of 13 Chequergate – LTC Objected.
- e. ELDC Approved – N/105/02450/22 – Listed Building Consent – Stables and Cart Store Rear of 13 Chequergate – LTC Objected.
- f. ELDC Approved – N/105/00086/23 – Planning Permission – Land Rear of 55 Broadbank, Union Street – LTC Supported.
- g. ELDC Approved – N/105/00097/23 – Planning Permission – 21 Grimsby Road – Supported.

2. Temporary Traffic Restrictions

- a. Organisation responsible for restriction: Anglian Water

Reason for restriction: New Connection

Nature and location of restriction: Road closure Order - Northgate (Between Kiln Lane & Eve Street)

Period of restriction: 26/03/2023 - 26/03/2023

(Restrictions to be implemented for 1 days as and when required during this period, signage detailing accurate dates and times will be displayed on site in advance)

- b. Organisation responsible for restriction: HTS LTD

Reason for restriction: Emergency - Access to chamber & repairs

Nature and location of restriction: Emergency Road closure Order - Chequergate (Closed Eastbound only between B1520 Upgate & Nichol Hill)

Period of restriction: 16/03/2023 - 17/03/2023 19:00 to 06:00

(Restrictions to be implemented for 1 days as and when required during this period, signage detailing accurate dates and times will be displayed on site in advance)

3. Appeal Decision

- a. The Planning Inspectorate has dismissed the appeal made by Mr. Bentley against the decision of ELDC to refuse the erection of a detached bungalow and alterations to existing vehicular and pedestrian access. Existing garage to be demolished. Ref: N/105/00613/22 at 1 Grosvenor Road, LN11 0BB.

www.e-lindsey.gov.uk

Project Title:

Former Wallis House Site,
Birch Road,
Louth.

Drawing Ref:

SN/23/22

Revisions:

Drawn By:

Nina Smith



The Hub, Market Road, HORNCASTLE, LN9 5PQ
www.e-lindsey.gov.uk

Project Title:

Land West of Keddington House,
Keddington Road, Louth.

Revisions: Rev A Road Name Added

Drawing Ref: SN/23/30

Drawn By: Nina Smith

Date: March 2023

01-31-23 CR MINS

**MINUTES OF THE LOUTH TOWN COUNCIL COMMUNITY RESOURCES COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 31ST JANUARY 2023**

Present

Councillor A. Leonard (AL), (in the chair).

Councillors: Mrs. E. Ballard (EB), J Baskett (JB), M. Bellwood (MB), L. Cooney (LMC), S. Crew (SC), h. Filer (HF), D.J.E. Hall (DJEH), D. Hobson (DH), G.E. Horton (GEH), M. Lamb (ML), Mrs. J. Makinson-Sanders (JMS), K. Norman (KN), B. O'Brien (BO), J. Simmons (JS), Mrs. P.F. Watson (PFW), D.E. Wing (DEW)

Councillors not present: J. Garrett (JG) and Mrs. S.E. Locking (SEL),

The Town Clerk, Mrs. L.M. Phillips and 19 members of the public were also present.

Members of the public spoke in the public forum as follows:

- The Chair of the Croquet Club wished to raise the Council's awareness of the club's existence. She reported that the club had been the main user of the Charles Street Recreation Ground for the previous 7 years. The site was very run down but very much loved. She was aware of the Facebook group who had ambitious plans and was concerned that they did not take account of the club. The club has 30 members who include all ages and abilities. It ticks lots of boxes re. healthy living. She opined that ELDC had struggled to maintain the site but if it were taken care of it could be a prime location. After demolition of the pavilion ELDC provided a container in which the club stored its equipment. The club sought absolute assurance that both the green and the container would be retained.
- A lady who lived close to Charles Street Recreation Ground reported that the site had become more and more dilapidated. She had surveyed 20 people and all had wanted to keep the asset. She had many ideas for the site, thought that grant funding could be obtained and thought that it would be a great loss to the community if it were lost. She was eager to assist in any tidy up.
- A lady who had helped to plant bulbs at Charles Street Recreation Ground spoke of her experience there and her support for the site. She also wished to assist to keep the site, if she could.
- A gentleman who came from a parks background and had spent half of his career working in a parks department spoke. He said that typically parks were high maintenance, high cost and in fairly low demand. He said that because Council's were consistently having to cut their budgets such parks were on the decline. However, he was aware of a lower maintenance and eco-friendly option that involved lots of natural planting of a perennial ornamental nature that he would recommend.
- A lady spoke on behalf of the fishing community saying that Charles Street was a well loved asset. It fed into the social, wellbeing, environmental, sporting and community aspects. She reminded those present that the coronation of King Charles was to take place in 2023, as the site was on Charles Street the two could be meshed and she urged Councillors to agree to talk to ELDC about its future. She said that the future generation needed to be thought about, fishing was a pastime that had many benefits both mentally and physically for those practising it and the younger generation could benefit from this but would need to learn how. Retaining the area as a recreation ground might also allow a reconnection with the younger generation, giving them something to do and helping to combat vandalism and anti-social behaviour in the town.
- Cllr. Mrs. P.F. Watson asked that she be allowed to speak first when the item was discussed as part of the agenda.
- Cllr. S. Crew proposed that the Community Resources Committee meeting be held before the Planning Committee in order that those members of the public present could hear the discussion on the item they were interested in sooner. Cllr. Mrs. P.F. Watson seconded this and it was agreed by vote of the Council.

C27. Apologies for Absence

Apologies for absence were received from Cllrs: JG and Mrs. SEL.

C28. Declarations of Interest / Dispensations

- a. Cllrs. Mrs. JMS, AL and DJEH – agenda item 4 as members of ELDC.
- b. Cllr. LMC – agenda item 4 as a member of the Save Charles Street Recreation Ground group.

C29. Minutes

It was **RESOLVED** that the notes of the Community Resources Committee Meeting held on 1st November 2022 be approved as the Minutes.

C30. Charles Street Recreation Ground

Following a request from ELDC the Committee considered whether Louth Town Council had an appetite for taking ownership of the above and whether it would like to enter into discussions with ELDC regarding transfer of ownership. Councillors had strong and mixed opinions but all felt that Charles Street Recreation Ground was an asset that should be retained, somehow, for the town. It was agreed that in order to make an informed decision the Council would need more information. Therefore, it was **RESOLVED** that the Town Clerk should arrange for the appropriate officers at ELDC to attend to speak to Councillors.

C31. Annual Town Meeting

The Committee noted that the Annual Town Meeting was not a Council meeting but was a meeting for the parishioners and electors that the Town Council were required to host within a certain timeframe annually and that legally there was no prescribed format for the meeting. It considered the format of the above in prior years and it was **RESOLVED** that this should be changed in 2023 to make the meeting more about the parishioners. It was agreed that different organisations within the town should be invited to present about their activities or if there was a topic of interest in the town at the time of the meeting a discussion of that should be considered but that in general the occasion should be more about the community coming together. However, it was still to be chaired by the Mayor and the Council's activities for the year should still be reported in some form.

C32. Coronation of King Charles III

The Committee considered how Louth Town Council might like to celebrate the above and it was **RESOLVED** that the Town Clerk should make enquiries with the Louth Lions, Louth Rotary and St. James' Church as to their plans to see if the Council might assist them/partner with them and that the Events Working Group should convene to agree on recommendations to be presented to Councillors for approval.

C33. Tribute to Keyworkers Plaque

Following previous discussion Councillors considered locations for a plaque, alternative to St. James' Church. It was **RESOLVED** that the Town Clerk should look to site a plaque on the wall of the Sessions House.

C34. Cemetery Review

Councillors received the ICCM's report. It was **RESOLVED** that the Town Clerk be given delegated authority to undertake recommendations 1,2,3,4,5,8,9, 11, 12 and 13 prioritising them and implementing measures as fit to extend the life of the existing cemetery. That recommendations 6 and 10 be deferred pending investigation into costs and intricacies. That recommendation 7 be deferred pending initial investigation, results to be brought back.

C35. Closed Session Item

Council **RESOLVED** 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 items, information being of a third party, commercial and confidential nature.

- a. **Cemetery** – The Council noted that the Ministry of Justice had authorised the exhumation of ashes in Louth Cemetery, as requested by the deceased's family.
- b. **Sessions House Boiler** – The Council considered quotes for a replacement boiler and **RESOLVED** that the work should be offered to Gaswise at a cost of £8,250 to be taken from the EMR Accommodation Boiler.

It was **RESOLVED** to come out of closed sessions.

C36. Next Meeting

The Committee noted that the next meeting of the Community Resources Committee was scheduled to take place on 4th April 2023.

The Meeting Closed at 8.23pm.

Signed _____ (Chairman) Dated _____

Rural/Market Town Group part of the Rural Services Network

<https://www.rsnonline.org.uk/>

We are strictly non political. RSN themselves are a Special Interest Group of the LGA specialising on rural services and the RMTG are one of the Groupings we run to ensure the rural voice is represented from all angles.

We have the following five goals at the heart of running the Rural/Market Town Group:-

~ To bring together 400 rural towns from across England to work together to argue that their historic townships spun across the whole country should receive greater national recognition; allowing them, at the very spine of England, to be properly recognised as important elements in both their local area and of the national economy.

~ To seek to tackle the inequitable system relating to government grants. Under the present systems operating in England, normally people living in most rural towns receive markedly less financial grant assistance per head of population for service support from government than in the rest of the country in terms of grant to their principal councils to assist their services; whilst most rural towns under the current system local councils are not eligible for grant assistance through the Towns Fund and their like. Accordingly, people in rural areas and their councils are doubly penalised. These anomalies need to be significantly reviewed. Currently **every individual rural resident receives back in grant support over £110 a year less** than their urban equivalent. That's over **£250 less for each household in your town**. You can therefore establish for yourselves the likely service consequence in relation to your town. That in overall rural economic terms, produces a very significant variation as to what can happen in urban areas and what can't happen in rural areas. It is **essential we continue to press governments in relation to this critical grant imbalance**. The numbers of councils in membership in the groups representing rural concern are totally key here, thus our 400 Rural Town target.

~ That there should be stronger recognition of the unique needs of older people and younger people living in rural areas and in rural towns where services affecting both groups are being incrementally reduced.

~ That the rural economy should be given specific focus as an important element of the national economy instead of simply being considered a side component.

~ to allow surveys to be undertaken which allow local councillors to have collectively their say on national issues as they see them affecting them.

We must clearly demonstrate to government that rural areas and their towns cannot continue to be ignored as has increasingly been happened. Rural area and rural towns must however come together and work together nationally if we are show ourselves and to be listened to. **100 Principal Councils in RSN and 400 Towns in RMTG would, we feel, demonstrate that depth of feeling existing in both rural areas and rural towns. It is an essential pre-cursor to going forward. We must work together.**

As well as the benefits from this cohesive work, for your subscription we will provide through our services to your councillors: the opportunity for free attendance at eight virtual topic seminars a year providing the rural perspective; a weekly rural bulletin, a monthly publications on grant opportunities, and a bimestrial round up of market town news: together with the five-day National Rural Conference each September. We are determined to provide you with service value for your subscription.

The amount we look for from local councils is kept relatively small. We are the only group who solely argue the rural area and the rural town case.

Subject **Louth Art Trail**
From [redacted]
To Admin <admin@louthtowncouncil.gov.uk>
Copy Eileen Ballard <eileen.ballard@btinternet.com>, Jill Makinson-Sanders <jmakinsonsanders@icloud.com>
Date 2023-03-12 20:07



-
- UKSFP Proposal LATAG (1).pdf(~140 KB)
 - LOUTH ART TRAIL 2022 - 2025 - Budget 2.pdf(~441 KB)
-

Hi Lynda,

Further to our conversation last week, I am confirming that Louth Art Trail Action Group is working with David Lambert at cultural solutions UK to prepare an expression of interest for the UK SPF Levelling Up fund to decommission the three leaves in Westgate Fields and then commission three new artworks with a full public engagement project. This is an excellent opportunity for the trail to be relaunched as part of the wider appeal of the town to both its residents and visitors.

I have attached the original project proposal which is being worked up into the Expression of Interest and the draft budget that has been circulated to the group.

We are asking for support from Louth Town Council for the regeneration of the trail and any financial contribution that they can provide. This can be a general contribution or they may want to contribute to a specific element, the website for example or the public consultation exercises, or the signage.

. I am copying both Eileen and Jill in on this email as town councillors and members of the Action Group.

We look forward to receiving your response. and if you would like any further information please let us know.

Thank you in advance for your consideration.

[redacted]

UKSEF PROPOSAL

<http://www.selcp-haveyoursay.co.uk/>

3. What do you think are the main challenges in your Council area?

Maintaining East Lindsey as a place that has an inclusive mix of people who wish to live there, work there, visit and spend their holidays there. For people who grow up in the area, for it to be a place they want to stay in or come back to. For East Lindsey being a place where people are not just attracted by lower property prices and the landscape but by work prospects and a thriving community and cultural environment.

5. Do you have an idea for a project or initiative that could help make a real difference in meeting the challenge(s) you have identified?

Our idea is to reinvigorate the collaborative spirit behind the commissioning of the Louth Art Trail, to remove the three leaf sculptures currently in need of decommissioning and replace them with new sculptures to maintain the integrity of the trail and its appeal to both residents and cultural tourists. This form of development - replacing and recommissioning with the town's continued engagement - is an exciting prospect for both residents, cultural tourists and the commissioning of public art and adds to the story behind the Trail.

Currently Louth Art Trail comprises of three commissions covering a range of styles and media, including sculpture and street furniture, each focusing on a particular aspect of Louth's heritage: its waterways, its natural beauty and its position on the Greenwich Meridian Line. It was completed in 2002, a collaboration between, Louth Town Council, East Lindsey District Council, Lincolnshire County Council and local residents, with funding from the National Lottery through the Arts Council of England and the European Regional Development fund. The commissioning process took over two years and involved public consultation through exhibitions and focus groups, workshops and public lectures along with a programme of events introducing the work and the artists to local schools, colleges and community groups.

The artwork now forms part of the landscape, people observe and interact with them on a daily basis, they feature on publicity, and are accepted as part of the cultural development of the town. We even see the Meridian sculptures dressed up and The Leaves in Westgate Fields are favourite spaces for picnicking and contemplating the natural environment. The need to decommission three of The Leaves was met with a sadness expressed by the town through social media and led to the forming of the Louth Art Trail Action Group in 2021 which is made up of local voluntary organisations and interested residents with the aim of:

continuing the engagement process with the local community;

deciding how to develop the trail;

maintaining its excellence, significance and visitor appeal;

to include the discovery of other works in the town such as the art work currently stored in the Museum.

The project would bring in commissioning expertise to ensure excellence in both the consultation process and the art works themselves. We envisage the project to carry over 3 years, working on up-to 3 commissions to replace the three leaves. The community

engagement will establish if we maintain the natural space theme or choose new themes of historical and cultural importance to the town. It will also involve the community in the choice of commissions as in the previous process. An indicative cost of the project would be in the region of £220,000 to include the commissioning of 3 works (estimated £40,000 each plus installation costs), the remainder would cover the management, administration, public consultation costs, travel, insurance, decommissioning of the existing artwork, volunteer expenses. In addition, there would be the contribution of volunteer hours of the Louth Art Trail Action Group members and all the public volunteers taking part in the consultations.

8. What does success look like?

Building on the success of the existing trail - one that attracted the interest of an array of international artists - and how the town has embraced public art, success would be a reinvigorated Louth Art Trail, with new public artworks that encourage discovery and recognition of the town's cultural assets.

These works would be understood by residents, make them feel that they enhance where they live, for residents to feel proud and confident about them and want to tell people about them. The new works, in line with the existing works, will have sufficient international artistic merit to appeal to cultural tourists, whilst capturing the curious. This would be reflected in the work itself and how it relates to the town but also in the story of the community involvement in the process of decommissioning and recommissioning art for a particular space.

7. Would you like to propose a local organisation that you think could play a useful role here? If yes, please share their details here.

The Louth Art Trail Action Group are a voluntary group, who form the 'on the ground' community team. They have members representing other local groups including but not limited to: Louth Civic Trust, the local historical society, The Louth Museum, Zero Degrees Festival, Louth Lions and includes residents with arts and education skills, Town Councillors and ELDC councillors to bring together community stakeholders to work together. Some of the members were part of the original project team and are now offering their time as volunteers.

To provide the commissioning expertise for the project they envisage working with Lincolnshire based independent arts and cultural organisation Cultural Solutions UK whose management / delivery team have over 150 years experience of researching, devising and successfully realising an impressive range of international art in the public realm initiatives linked to essential community engagement processes. They offer a range of professional, expert and accessible consultancy and project management services, delivering art projects from the development of the initial concept through to completion. The team is flexible with an extensive network of partners and associates who have a diverse range of specialist skills which include education and public engagement, architecture and landscape architecture.

BUDGET

The South & East Lincolnshire Councils Partnership (SELCP) Art in the Public Realm - Louth Art Trail 2022 - 2025

	Year one	Year two	Year three	Total	
Public art commission	40000	80000		120000	40000 x 3 commissions
Public consultation	750	1500		2250	250 per session
Community artists (creative engagement workshops)	750	1500		2250	250 per session
Management	15000	15000	5000	35000	1250 a month
Administration	5400	5400	1800	12600	450 a month
Installation	3000	6000		9000	
Travel	1200	2400	600	4200	50p a mile
Insurance	500	500		1000	
Decommissioning of existing artwork	2000			2000	
Volunteer expenses	1000	1000	1000	3000	
Evaluation	1000	2000	1000	4000	
Materials	1000	1000		2000	
Documentation - Photography / Film	2000	4000		6000	
Website					Existing?
Marketing - social media / press & media					ELDC?
Signage			3000	3000	
Sub-total				206300	
10% contingency				20630	
Total				226930	

02-06-23 PERS MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PERSONNEL COMMITTEE
HELD IN THE MEMBERS ROOM, THE SESSIONS HOUSE, LOUTH
ON THURSDAY 6TH FEBRUARY 2023**

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

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

Councillors not present: None.

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

H14. Apologies for Absence

There were no apologies for absence.

H15. Declarations of Interest / Dispensations

There were no declarations of interest or requests for dispensations.

H16. Minutes

It was **RESOLVED** that the notes of the Personnel Committee Meeting held on 1st November 2022 be approved as the Minutes.

H17. Review of Lone Worker Policy

The Committee reviewed the Council's current lone worker policy and **RESOLVED** that this should continue to be used but that a procedure for Alarm Key Holders should be looked into to ensure their safety.

H18. Appraisals

Following its resolution on 1st November 2022 the Town Clerk confirmed that appraisal forms had been issued to staff and that ongoing appraisal arrangements were being implemented. The Committee also received information from LALC and it was **RESOLVED** that Cllrs. Ballard and Makinson-Sanders should undertake the Town Clerk's appraisal.

H19. Closed Session

The Committee **RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following item, information being of a confidential and sensitive nature in relation to Personnel:

- a. **Accidents**
- b. **Sickness**
- c. **Holidays**
- d. **Exit Policy**
- e. **Vacancy** – it was **RESOLVED** that the vacancy should be advertised as per the documentation tabled and that the post be advertised as 26 hours with a 3 month probationary period with the option to extend.

H20. Next Meeting

The Committee noted that the next meeting of the Personnel Committee was scheduled to take place on 4th April 2023.

The Meeting Closed at 5.32pm

Signed _____ (Chairman) Dated _____

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 alcohol or illegal drugs 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

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 Union/Association 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 Personnel Committee and /or full Council;
- make sure that all employees accept their own health and safety responsibilities and that induction and training initiatives are developed which provide safe work practices considering hazardous operations, substances, machinery or equipment;
- make sure appropriate personal protective equipment is made available (free of charge), suitable and worn as identified by the process of risk assessment, and that records are held of this equipment and it is replaced as required;
- take appropriate action and ensure prompt attention on any representation submitted by any employee who has comments or concerns regarding health and safety;
- make sure that existing fire procedures are adhered to;
- undertake regular checks to ensure that fire exits, corridors, stairs, landings and walkways in offices are kept clear at all time;
- identify training needs through the risk assessment and performance review processes;
- ensure that the Council’s Health and Safety Policy is available to all new and temporary employees and volunteers, and that health and safety awareness is included in the Council’s induction training;
- maintain corporate accident and near miss incident sheets;
- review accident and incident data to identify trends and any appropriate remedial action as necessary;
- review contents of first aid kits annually.

1.3 EMPLOYEES / COUNCILLORS (WHERE APPLICABLE)

LTC Health and Safety Policy – Last reviewed 4th April 2023, next review by April 2024

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, volunteers, elected Members and Contractors, as required, undertaking duties and tasks on behalf of the Town Council.

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 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 Town Clerk and 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

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 28 days or less, employees should complete a self-certification form on their return to work. For periods over 28 days (including weekends and bank holidays) a medical Statement of Fitness for Work (fit note) from a GP (or relevant medical establishment) is required. If employees are self-isolating and cannot work because of coronavirus (COVID-19) they can get an 'isolation note' online from NHS 111. They do not have to go to their GP or a hospital.

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 should 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 28 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 28 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 Town 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 Town 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 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 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 Personnel 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 Personnel 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 Personnel Committee or 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 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

STAFF GRIEVANCES & DISCIPLINE PROCEDURE

1 Informal Grievances

If a member of staff feels that they are unhappy with an element of their employment with the Council they should initially discuss the matter with the Clerk on an informal basis.

If the Employee feels uncomfortable about talking to the Town Clerk about their concerns, they should be able to approach the Chair of Personnel.

2 Informal Discipline - Employee Conduct / Performance

Should the Clerk be unhappy with either the conduct or performance of an Employee, they will initially discuss their concerns with the Employee on an informal basis.

The purpose of this meeting will be to guide and support the Employee to help them address the problem and perform to a standard acceptable to Management. For this reason the Clerk will take notes during this meeting, decide what action should result from the meeting and ask the Employee to sign the notes.

Only the Clerk and Employee should attend this meeting. There will be no entitlement to be accompanied.

3 Mediation

In the event that an Employee is unhappy with the outcome of the Informal Grievance Procedure, or either party do not feel that performance / conduct issues are being addressed effectively, either an Employee or Clerk can request that the matter be subjected to mediation.

This will involve the use of a third party Mediator. In its simplest form, Mediation will involve the Mediator talking to either party individually, to listen to their side of the issue. If the Mediator feels that a resolution to the problem is possible, a meeting will be arranged between all parties at which the Mediator will set out their assessment of the issues and invite both party to reach their own resolution.

The resultant action plan should have the agreement and support of both parties, be set out in writing and be signed by all involved in the Mediation process.

4 Formal Grievances

In the case of Grievances not being fully resolved by the informal / mediation approach, a formal approach to the Chair of the Personnel Committee is required, preferably in writing and stating clearly that the Employee wishes the matter to be addressed as a Formal Grievance. An Employee's Formal Grievance should set out the nature of the Grievance in as much detail as reasonably possible, and state what their desired outcome would be.

As a consequence a formal meeting will be held between the Employee and a Grievance Panel to address the matter.

This meeting will be arranged as soon as reasonably possible. A letter of invitation to a Formal Grievance hearing will be sent to the Employee, usually within seven days of Management receiving the Employee's Grievance.

At this meeting Employees are entitled - and encouraged - to be accompanied by a work colleague from the Council or a trade union representative.

Employees will be informed in writing of the outcome of the meeting within seven days.

If the Employee making the grievance is unhappy with the response to the meeting, they can issue an appeal. Details of the Appeal Procedure are given below.

5 Formal Discipline

If an issue regarding an Employee's conduct, behaviour or performance isn't fully addressed by informal methods / Mediation, the Management will pursue the matter through its formal Disciplinary Procedures.

Typical examples of areas of concern may be poor performance, unacceptable and unexplained absenteeism, poor conduct and behaviour at work, or lack of capability by an Employee to carry out their job. Employees will be informed by letter that they are required to attend a formal disciplinary meeting. This letter will include details of the allegation they are to answer, the date, time and venue of the meeting, and also inform them of their right to be accompanied by a work colleague from the Council or trade union representative.

This is a four step procedure, which increases in the severity of its outcome if the issue isn't resolved at the previous step. Each step involves a formal meeting between the affected Employee and a member of the Management Team, at which the Employee will be given every opportunity to put their side of the issue.

Meetings will be conducted as soon as reasonably possible after the incident(s) which are being investigated to ensure that facts and witness statements are clear and up to date. At this meeting Employees are entitled - and encouraged - to be accompanied by a work colleague from the Council, or trade union representative.

If the allegation of misconduct is proven, the meeting may result in the following action being taken by the Council Management against the Employee:

STEP No	ACTION TAKEN	LIVE PERIOD	MANAGER RESPONSIBLE
1	Formal Oral Warning	Six months.	Clerk to the Council
2	Formal Written Warning	Twelve months	Clerk to the Council
3	Final Written Warning	Twelve months	Clerk to the Council
4	Termination of Contract of Employment	N/A	Clerk to the Council

Particularly severe acts of indiscipline may result in the Management bypassing Steps 1 and 2.

Employees will be informed by letter that they are required to attend a formal disciplinary meeting. This letter will include details of the allegation they are to answer, the date, time and venue of the meeting, and also inform them of their right to be accompanied by a work colleague from the Council.

6 Gross Misconduct

Acts of Gross Misconduct, if proven after an appropriate investigation (*including searches of bags, coats and other personal effects, as well as cars, vehicles and any appropriate Council property*) and a Disciplinary Hearing, will result in Dismissal.

Employees accused of Gross Misconduct will be suspended on full pay and receive a written invitation to a Formal Disciplinary Hearing, giving them details of the allegation they are to answer, the date, time and venue of the meeting, and also inform them of their right to be accompanied by a work colleague from the Council or trade union representative. The letter will provide a minimum of 2 working days prior notice to the meeting.

The Management recognises the following as acts of Gross Misconduct. (This is not an exhaustive list).

1. Theft.
2. Abusive or threatening behaviour of any nature.
3. Being under the influence of alcohol or drugs.
4. Dishonesty in dealings with Management.
5. Sexist, racist or any other behaviour against an individual, which could be classed as creating a hostile, intimidating or threatening environment.
6. Breach of confidentiality.
7. Failing to carry out reasonable Management instructions.
8. Fighting and acts of aggression.
9. Deliberately damaging Council property.
10. Deliberate breaches of Council Health and Safety procedures.
11. Unauthorised access to Council computer files, software or any other such breach of confidentiality.

Employees who have been dismissed for acts of Gross Misconduct do have a right to appeal against their dismissal. Appeals should be submitted within a reasonable timescale following the dismissal, and addressed to the Chair of the Council. A reasonable timescale would normally be no longer than a week following the dismissal.

Employees submitting an appeal must make it clear that they are appealing against the decision to dismiss them, and set out the reasons for their appeal.

Once the Management have received notice of the Employee's decision to Appeal, they will follow the Appeal Procedure detailed below.

7 Appeal Procedure

Employees have the right to appeal against a decision made at any stage of the Formal Disciplinary Procedure, the outcome of a Grievance Hearing, or dismissal caused by redundancy or sickness.

Appeals should be made to the Chair of the Council, preferably in writing and within a reasonable timescale following the action the Employee is appealing against. A reasonable timescale would normally be no longer than a week. Appeals made after one week will be considered if the Employee has a reasonable explanation for having taken so long.

Employees submitting an appeal must make it clear to the Chair of the Council that they are appealing against the decision affecting them, and set out the reasons for their appeal.

A Formal Appeal Hearing, involving the Employee and the Management will be held within fourteen days of receipt of the appeal request. At this meeting Employees are entitled - and encouraged - to be accompanied by a work colleague from the Council, or a trade union representative.

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.

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.
- 4.9 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);
 - Disclosure Barring Checks (DBS) (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
 - 3 Request for referees
 - 4 Personal details and contact details
 - 5 Bank details

- 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?	
Have you discussed the Council's pension scheme?	

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 the Town Clerk 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 also be referred to the Monitoring Officer and dealt with in accordance with the Code of Conduct of Members of the Council.