

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 Robed meeting of Louth Town Council and its Planning Committee which will be held on Tuesday 14th April 2026 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.

Just prior to the commencement of the meeting at 7pm there will be prayers or other religious observance, which will last for approximately 5 minutes. Anyone not wishing to participate may leave the room at this time.

Immediately following this a maximum of ten minutes will be set aside for the meeting to receive reports from elected Members of Lincolnshire County Council and East Lindsey District Council.

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 9th Day of April 2026

AGENDA

TOWN COUNCIL

(Chairman: Cllr. D. Hobson, Vice Chairman: Cllr. Mrs. K. Parsons, Membership: All Cllrs.)

1. Apologies for Absence

To receive 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. Town Clerk's Remarks

4. Minutes

To approve as a correct record the notes of the Council Meeting held on 24th March 2026.

5. Committee Minutes

To confirm receipt of the minutes and adopt resolutions contained therein of the following Committee Meetings:

- a. Planning Committee – 10th February 2026
- b. Planning Committee – 3rd March 2026
- c. Personnel Committee – 4th November 2026

6. Mayor's Announcements

7. Play Parks

In light of a recent report in Lincolnshire World (see attached) which discussed Government funding available to District Councils up to £270,000 to improve some of its play parks Cllr. HF to propose that a letter be sent to ELDC formally requesting that they bid for this funding and if successful use some of it to upgrade and revamp Louth play parks.

8. Julian Bower

Council to receive an update and consider renewing current grazing licence.

9. Co-option

Council to consider candidates for co-option onto Louth Town Council and resolve as necessary.

10. Next Meeting

To note that the next scheduled meeting of the Town Council will take place on 26th May 2026.

PLANNING COMMITTEE

(Chairman: Cllr. P. Starsmore, Vice Chairman: Cllr. D. Moore, Membership: All Cllrs.)

1. Apologies for Absence

To receive 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 24th March 2026. (Attached).

4. Applications received by the Local Planning Authority

To consider and make observations/ratify comments already submitted by the Planning Working Group to meet deadlines, on all planning applications received including those listed in the schedule (PA/Schedule 04-14-26). (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. Proposed Work to Trees

Committee consider submitting comments in relation to the applications received below:

- a. **Proposals:** 1no. (G6) – Deodar Cedar – Crown lift to 2m. **Location:** 29 St. Mary's Park. **Reasons:** Lower branches drooping over public path. Trim / tidy up drooping branches higher up.
- a. **Proposals:** T1 sycamore - Hortlink 212 Pruning with biannual reductions to maintain reduced dimensions (30% linear reduction equating to 70% of crown volume) T2 lime (common) - fell and treat stump with eco plugs (broadleaved) T3 ash (common) - fell and treat stump with eco plugs (broadleaved) T4 sycamore - fell and treat stump with eco plugs (broadleaved) T5 sycamore - fell and treat stump with eco plugs (broadleaved) T6 horse chestnut - Hortlink 212 Pruning with biannual reductions to maintain reduced dimensions (30% linear reduction equating to 70% of crown volume). **Location:** 137 Eastgate. **Reasons:** T1 sycamore, T2 lime (common), T3 ash (common), T4 sycamore, T5 sycamore, T6 horse chestnut - To combat subsidence damage to Forrester Boyd & Co Waynfleete House, 139 Eastgate.

7. Next Meeting

To note that the next scheduled meeting of the Planning Committee will take place on 12th May 2026.

PERSONNEL COMMITTEE

(Membership: Cllrs. Mrs. JMS, Mrs. EB, GEH, JB, JD, Mrs. KP, PS)

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 10th February 2026. (Attached).

4. Review of Policies and Procedures

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

- a) Health and Safety Policy
- b) Drugs and Alcohol Policy and Procedure
- c) Councillor/Employee Protocol
- d) Sickness and Absence Policy
- e) Recruitment and Selection Policy
- f) Lone Worker Policy
- g) Training and Development Policy

5. Closed Session

Committee to resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following items, information being of a third party and confidential nature in relation to Personnel:

- a) Holiday – Committee to receive an update from the Town Clerk.
- b) Sickness – Committee to receive an update from the Town Clerk.
- c) Accidents – Committee to receive an update from the Town Clerk.
- d) Appraisals – Committee to receive an update from the Town Clerk on staff appraisals which have now taken place. Consider and resolve on any actions which arise from them and on arrangements for her appraisal.
- e) Acting Maintenance Foreman/Cemetery Superintendent - Committee to receive an update from the Town Clerk and resolve upon the way forward.
- f) Temporary Cover and Vacancy – Committee to receive an update from the Town Clerk approve details of vacancy for advertisement and agree timescales.

6. Next Meeting

To note that the next scheduled meeting of the Personnel Committee will take place on 28th July 2026.

03-24-26 TC MINS

**MINUTES OF THE EXTRAORDINARY MEETING OF LOUTH TOWN COUNCIL
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 24th MARCH 2026**

The Mayor, Cllr. D. Hobson (DH) (in the chair).

Present Councillors: T. Ball (TB), Mrs. E. Ballard (Mrs. EB), J. Baskett (JB), J. Drake (JD), H. Filer (HF), G.E. Horton (GEH), Mrs. H. Hunt (HH), Mrs. J. Makinson-Sanders (Mrs. JMS), Mrs. K. Parsons (Mrs. KP), P. Starsmore (PS), H. Steer (HS).

Councillors Not Present: D. Moore (DM), Mrs. P.F. Watson (Mrs. PFW), D.E. Wing

Six members of the public, the Town Clerk, Mrs. L.M. Phillips and the Town Clerk's Assistant, Mrs. S. Chitauro-Adlard were also present.

T146. Apologies for Absence

Apologies for absence were received from Cllrs. DM and DEW. Cllr. Mrs. PFW also submitted her apologies and requested that Council accept her reasons, these being her recent ill health and diagnosis. It was proposed, seconded and **RESOLVED** to accept Cllr. Mrs. PFW's apologies and send her Council's best wishes.

T147. Register of Interests

Cllrs. were reminded to review the content of their Register of Member Interest forms and to complete and submit any new forms to the Town Clerk to reflect any required changes in accordance with the Code of Conduct.

T148. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. TB – Item 22 as an acquaintance of the candidate.
- b. Cllr. DH – Item 16 as a member of East Lindsey District Council (ELDC).
- c. Cllr. GEH – Item 16 as a member of ELDC.
- d. Cllr. Mrs. JMS – Item 16 as a member of ELDC.
- e. Cllr. PS – Item 8 due to his partner working for the Environment Agency.

T149. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Council Meeting held 10th February 2026, and 3rd March 2026 be approved as the minutes.

T150. Committee Minutes

It was proposed, seconded and **RESOLVED** to confirm receipt of the minutes and adopt the resolutions contained therein of the following Committee Meetings:

- a. Planning Committee – 20th January 2026
- b. Governance and Finance Committee – 9th December 2025
- c. Personnel Committee – 21st October 2025

T151. Cemetery Fees

Council received a recommendation from FOG to increase Cemetery fees by 8.7% for 2026/27, to be increased by RPI plus 1.5% annually thereafter. Members of FOG acknowledged that 8.7% was a considerable increase for the upcoming year but felt that it was necessary due to the limited space in the Cemetery. FOG also said that, upon researching cemetery fees in the surrounding areas, Louth Cemetery prices were low in comparison. After discussion, it was proposed, seconded and **RESOLVED** to implement FOG's recommendation of increasing fees by 8.7% for 2026/27, to be increased by RPI plus 1.5% annually thereafter.

T152. Citizen's Advice Lincoln and Lindsey – Funding Contribution

Committee noted that it approved an amount of £1,050 in the 2025/26 budget for release to the above, as per the Council's powers under s142(2a) of the LGA 1972. After receiving a tabled update as to how the organisation was faring, it was proposed, seconded and **RESOLVED** that Council release the funds.

T153. Environment Agency

Council received a financial statement from the Environment Agency and noted that the amount due in respect of the Council's agreed Flood Alleviation Scheme contribution for the period May 2025 to May 2026 was £17,099.79. It was proposed, seconded and **RESOLVED** to release the funds.

NB: Cllr. PS abstained from voting on this item.

T154. Insurance

Council reviewed its insurance and noted that payment for the second year of its three-year agreement with Zurich would be due shortly in the sum of £7,264.99, with payment to be made to meet the deadline.

T155. Safeguarding Policy

Council noted that its Safeguarding Policy had been reviewed and no amendments had been made. It was proposed, seconded and **RESOLVED** to approve the policy for continued use.

T156. Biodiversity Policy

Council noted that its Biodiversity Policy had been reviewed and minor amendments had been made. It was proposed, seconded and **RESOLVED** to approve the policy for continued use with the minor amendments.

T157. Dignity at Work/In Council Policy

Council noted that its Dignity at Work Policy had been reviewed and minor amendments had been made. After discussion, it was subsequently proposed, seconded and **RESOLVED** to approve the policy for continued use with the minor amendments.

T158. IT Policy

Council received a new IT Policy based on NALC's new template. It was proposed, seconded and **RESOLVED** to approve the new document for use.

T159. Action Plan

Council reviewed its Action Plan and, after discussion, it was proposed, seconded and **RESOLVED** to approve for use.

T160. Asset Register

Upon inspection of the Council's tabled asset register, it was determined that there had been a mistake regarding the acquisition fees of several of the Town Council's charters. The Town Clerk confirmed that they were actually the valuation fees, and that those values needed deleting from that column. It was proposed, seconded and **RESOLVED** to approve the document with the necessary amendments, and request that the Asset Working Group review assets which may be affected by Local Government Reorganisation (LGR), such as CCTV and electricity boxes, and bring their findings and recommendations back to Council.

T161. ELDC Assets

Council received tabled comments from FOG regarding the future of ELDC Assets in Louth. Cllr. JD informed the Town Clerk that Spout Yard Park should be listed under community assets and parks. He went on to disclose that he felt that FOG's comments that electricity and gas substation sites were likely to be powering commodities such as street amenities and infrastructure were inappropriate, as he believed the sites were supplying large areas with electricity. He said that the landowners may receive a wayleave, therefore if LTC took ownership, it would likely make no difference other than minor monetary gain. Councillors then discussed ELDC owned car parks in Louth, with several voicing their dismay at ELDC's recent increase in parking fees in the town. Councillors were of the opinion that an increase in charges would lead to less footfall and visitors to the town, which was necessary for local businesses, and felt that Louth's car parks should grant two free hours like other towns nearby. Subsequently, it was proposed, seconded and **RESOLVED** that Council should write to ELDC before 14th April sharing their concerns around parking fees, and amend the tabled document to include Spout Yard Park in community assets and parks.

NB: Cllr. HS left the meeting at 8.02pm and re-entered at 8.04pm.

T162. Data Map and Appropriate Policy Document

Further to review of its other GDPR policies and documentation in June 2025, Council received its Data Map and Appropriate Policy Document for review and approval. It was proposed, seconded and **RESOLVED** to approve the Data Map and Appropriate Policy Document for use.

T163. Reserves Policy

Following a request by Cllr. Mrs. JMS that its Reserves Policy be reviewed again, Council noted that FOG had met on 11th March to review the document and recommended that no further amendments were necessary. It was subsequently proposed, seconded and **RESOLVED** to approve the document for continued use.

NB: Cllr. Mrs. JMS abstained from voting on this item.

T164. Hubbard's Hills

Council received a tabled update from the Town Clerk regarding Hubbard's Hills, who reported on the work that had been completed at Hubbard's Hills since September 2025. Cllr. JB expressed concern that the stepping stones were covered in moss and suggested that they were cleaned as they may pose a safety risk. After discussion, it was proposed, seconded and **RESOLVED** that LTC would continue management of Hubbard's Hills 'in-house', with arrangements to be reviewed when consequences of LGR were known.

T165. Pavement Parking

Council received correspondence from a member of the public regarding pavement parking. A discussion ensued, with several Councillors feeling that a carte blanche approach to banning all pavement parking was not ideal as commercial areas of the town posed different parking issues to residential areas in the town, and it was acknowledged that some areas, such as St. Bernard's Avenue, benefitted from pavement parking. It was proposed, seconded and **RESOLVED** to reply to the member of the public in the above vein and request clarification on the particular areas of town that they were concerned about regarding pavement parking.

T166. Closed Session Item

At 8.33pm upon a proposal by Cllr. Mrs. JMS, seconded by Cllr. GEH, it was **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, the information being of a confidential, commercial and third-party nature in regard to the following.

- a. Cemetery grass cutting – Council received a report and considered quotes. It was proposed, seconded and **RESOLVED** to award Cemetery grass cutting work in 2026/27 to Glendale.
- b. Amenity grass cutting – Council received an update to changes being introduced by LCC which was causing a delay in the process. After discussion, it was proposed, seconded and **RESOLVED** to delegate authority to the Town Clerk to award the work in 2026/27 to enable cuts to commence as soon as possible.

At 8.39pm it was proposed, seconded and **RESOLVED** to move out of closed session.

T167. Co-option

Council received a presentation from a candidate for co-option, Mrs. Hannah Hunt. Council then asked questions which they felt were pertinent to the candidate's potential role on the Council. It was proposed, seconded and **RESOLVED** that Mrs. Hunt (Mrs. HH) should be co-opted onto Louth Town Council onto North Holme Ward. She signed the Declaration of Acceptance of Office and joined the Council meeting.

NB: Cllrs. HF and Mrs. JMS abstained from voting on this item.

NB: Cllr. Mrs. EB left the meeting at 8.58pm and re-entered at 9pm.

T168. Next Meeting

It was noted that the date of the next scheduled Town Council meeting was 14th April 2026.

The Meeting Closed at 9.02pm.

Signed _____ (Chairman) Dated _____

Lifestyle

Council could get up to £270,000 to improve some of its play parks

By Oliver Castle

Published 1st Apr 2026, 16:03 BST

A council could get up to £270,000 in funding to improve some of its play parks.

The government has announced an £18 million fund to create safe places for children to play.

The funding will be targeted at 66 areas which have the most deprived communities in the country – with **East Lindsey** identified as one of the areas with the highest income deprivation affecting children and the poorest access to play.

East Lindsey District **Council** (ELDC) said it has been invited to put forward a bid to receive the funding.

The funding is part of the government's £319 million **Pride** in Place Strategy which aims to restore pride and opportunities across neighbourhoods across the country.

The strategy is made up of a £301 million High Streets Innovation Partnerships fund – which aims to revive struggling high streets – while a further £18 million will be spent on improving open spaces for children in deprived areas.

This funding is separate from the government's £5.8 billion Pride in Place programme which provides communities identified as being 'left behind' with £20 million over 10 years – in a bid to revive these areas.

Boston, Spalding and Skegness are among the 75 towns which will benefit from the funding.

A spokesperson for ELDC said: "East Lindsey's new funding eligibility comes from the Playgrounds Fund, which totals £18 million across 66 authorities.

"At this stage the council has been invited to put together an expression of interest for up to £270,000 through the fund, to be used on up to three playgrounds in the district.

"We are currently awaiting detailed guidance from the government to set out the criteria, allocation and expectations to help put this proposal together."

Communities secretary, Steve Reed (Labour), explained the rationale behind the strategy.

He said: "**People** have watched their communities decline for too long, with little say over how they're run.

"This government is determined to change that – giving communities the tools, the funding and the power they need to rebuild.

"From new playgrounds to reimagined high streets, we're putting power back in people's hands.

"People across the country will see and feel the difference this investment makes, restoring pride in local areas."

END

Link to view online article: https://www.lincolnshireworld.com/lifestyle/outdoors/council-could-get-up-to-ps270000-to-improve-some-of-its-play-parks-6533960?fbclid=IwdGRjcAQ6HIhleHRuA2FlbQIxMQBzcnRjBmFwcF9pZAo2NjI4NTY4Mzc5AAEeaU2YKcE8Z21MUYNbllh7btSpK1rj1op0jkM70T1NKJBX87JAdK2ad0YFTI_aem_ZscknhqHMLLz5MbG92soRw

03-24-26 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 24th MARCH 2026**

Chairman, Cllr. P. Starsmore (PS) (in the chair).

Present Councillors: T. Ball (TB), Mrs. E. Ballard (Mrs. EB), J. Baskett (JB), J. Drake (JD), H. Filer (HF), D. Hobson (DH), G.E. Horton (GEH), Mrs. H. Hunt (HH), Mrs. J. Makinson-Sanders (Mrs. JMS), Mrs. K. Parsons (Mrs. KP), H. Steer (HS).

Councillors not present: D. Moore (DM), Mrs. P.F. Watson (Mrs. PFW), D.E. Wing (DEW).

The Town Clerk, Mrs. L.M. Phillips and the Town Clerk's Assistant, Mrs. S. Chitauro-Adlard were also present.

P96. Apologies for Absence

Apologies for absence were received from Cllrs. DM, Mrs. PFW and DEW.

P97. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. TB – PA1 as an acquaintance of the applicant.
- b. Cllr. Mrs. JMS – Items 4, 5, 6 and 7 as a member of East Lindsey District Council (ELDC).
- c. Cllr. DH – Items 4, 5, 6, and 7 as a member of ELDC.
- d. Cllr. GEH – Items 4, 5, 6 and 7 as a member of ELDC.

P98. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Planning Committee Meeting held on 3rd March 2026 be approved as the minutes.

P99. Applications received by the Local Planning Authority

The Committee considered all planning applications received, including those listed in the schedule (PA/Schedule 03-24-26) and it was proposed, seconded and **RESOLVED** as follows:

- a. 00118/26/FUL – in view of the history of this site, it was resolved to object. The Council felt that conditions are imposed for a reason and should not be changed. This area is not within the residential area of the town, and it is imperative that condition 4 is not lifted.
- b. 00317/26/NMA – to object as frosted glass in the overlooking window was previously stipulated and this should remain to ensure the privacy and continued enjoyment of the neighbouring property.
- c. To support all other applications.

NB: Cllrs. JD and Mrs. JMS objected to Planning Application 3.

NB: Cllrs. TB and GEH abstained from voting on Planning Application 3.

P100. Planning Correspondence

The Committee noted the following planning correspondence:

- a. **ELDC Planning Decisions**
 - i. ELDC approved – 00005/26/FUL – Planning permission – 48 St. Mary's Lane, LN11 0DT – LTC supported 03/03/26.
- b. **Temporary Traffic Restrictions**
 - i. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Emergency – repair leak.
Nature and Location of Restriction: Emergency Road Closure Order – Keddington Road (between Victoria Road and a point 40m southwest).
Period of Restriction: 06/03/26 – 12/03/26 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).
 - ii. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Emergency – cover and frame repair.
Nature and Location of Restriction: Emergency Road Closure Order – South Street (between property numbers 24 and 27).

- Period of Restriction:** 19/03/26 – 20/03/26, 19:00 to 06:00 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).
- iii. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Emergency – water supply repair.
Nature and Location of Restriction: Emergency Road Closure Order – Church Street (between Monks Dyke Road and a point 40m north).
Period of Restriction: 16/03/26 – 17/03/26, 19:00 to 06:00 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).
- iv. **Organisation Responsible for Restriction:** Cadent Gas.
Reason for Restriction: Emergency – gas escape repairs.
Nature and Location of Restriction: Emergency Road Closure Order – Eastgate (between Commercial Road and Trinity Lane).
Period of Restriction: 12/03/26 – 17/03/26 (restrictions to be implemented for 6 days as and when required during this period. Signage will be displayed on site in advance).
- v. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Emergency – repair leak.
Nature and Location of Restriction: Emergency Road Closure Order – Union Street (between property numbers 2 and 6).
Period of Restriction: 17/03/26 – 23/03/26 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).
- vi. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Water main repairs.
Nature and Location of Restriction: Road Closure Order – Love Lane (between B1200 and a point 40m south).
Period of Restriction: 27/04/26 – 08/05/26 (restrictions to be implemented for 15 days as and when required during this period. Signage will be displayed on site in advance).
- vii. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Emergency – fire hydrant repair.
Nature and Location of Restriction: Emergency Road Closure Order – High Holme Road (between Mill Lane and a point 40m northeast).
Period of Restriction: 17/03/26 – 23/03/26 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).

P101. Proposed Work to Trees

It was proposed, seconded and **RESOLVED** to ratify comments of the Planning Working Group submitted to meet deadlines, and support the following proposed works to trees, with the request that similar trees be planted after the felling of proposals d and e:

- a. **Proposals:** T1 – Conifers – 3x fell. T2 – Lime – fell. **Location:** 23 South Street. **Reasons:** None provided. **PWG comments for ratification:** Support.
- b. **Proposals:** Silver Birch – fell. **Location:** 25 Westgate. **Reasons:** The trees in question are three silver birches which are located in front of the boundary wall between our house and Ascot Rise, Breakneck Lane, Louth. Both our neighbours and we are concerned about the three trees undermining the boundary wall between our properties. This area of our garden was formerly the vegetable/fruit garden. We have already planted two apple, one plum and one cherry tree and are creating a wild flower garden to encourage insects and butterflies to thrive. Our wish is to take down the silver birch trees. We should like to plant three more fruit trees to try to recreate the fruit/vegetable garden and compensate for the loss of the silver birches. **PWG comments:** Support.
- c. **Proposals:** Small Leaf Lime – reduce tree from 10m to 6m in height and reduce width from 7m to 5m. **Location:** 94 Newmarket. **Reasons:** To carry out reduction to manage size of tree and reduce the chance of falling branches. **PWG comments:** Support.
- d. **Proposals:** Leylandii – removal. **Location:** Flat 129, Eastgate. **Reasons:** Tree has grown to push the wall toward and is now leaning into the public footpath. The wall's been repointed once but is now breaching safety. **PWG comments:** Not seen by PWG.
- e. **Proposals:** T1 – Conifer – remove tree. T2 – Holly – remove tree. **Location:** 82 Westgate. **Reasons:** T1 – tree is too small and in poor condition and may fall on property in the event of a storm. T2 – tree surgeon has advised the tree is already dead and it is within the consider that needs felling so therefore it should be felled at the same time. **PWG comments:** Not seen by PWG.

P102. Statement of Concerns

Following discussion previously, the Committee received an amended statement of concerns for adoption and submission/addition to other comments when large scale developments are considered. After discussion, it was proposed, seconded and **RESOLVED** to approve the statement of concerns for use as an addendum to comments as required, and that the Planning Working Group would look to draft a letter to be sent to the relevant officers at ELDC.

NB: Cllr. GEH left the meeting at 9.37pm.

P103. Next Meeting

It was noted that the next scheduled Planning Committee meeting would take place on 14th April 2026.

The Meeting closed at 9.42pm.

Signed _____ (Chairman) Dated _____

Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conserva-tion Area?	Previous LTC Comments	Planning Working Group Comments	Expiry Date for LTC Comments
1	ELDC	00240/26/FUL	Planning Permission	J. Andrews	Alterations to existing dwelling to replace 5no. windows and 2no. doors.	15 Commercial Road, Louth, LN11 7AA - St. James' Ward	Yes	New	Not seen by PWG.	15/04/2026
2	ELDC	00251/26/RVC	Section 73 Application	Mr. Casswell	Section 73 application to vary condition 2 (approved plans) previously imposed on N/105/00753/17 for the erection of 9no. dwellings with associated garages and construction of vehicular/pedestrian access.	31 Horncastle Road, Louth, LN11 9LH - St. Mary's Ward	No	New	Not seen by PWG.	15/04/2026
3	ELDC	00110/26/OUT	Outline Erection	Mrs. K. Dreehan and Mr. L. Archer	Outline erection of 4no. dwellings with means of access to be considered.	42 Stewton Lane, Louth, LN11 8SB - St. Michael's Ward	No	New	Not seen by PWG.	15/04/2026
4	ELDC	00195/26/LBA	Listed Building Consent	Mr. L. Farquharson	Extensions and internal and external alterations to existing building to form an apartment hotel.	17 Commarket, Louth, LN11 9QA - Priory Ward	Yes	New	Not seen by PWG.	15/04/2026
5	ELDC	00364/26/FUL	Planning Permission	Mr. & Mrs. Cooper	Extension and alterations to existing dwelling to provide additional living accommodation. Existing conservatory and garage to be demolished.	82 Eastfield Road, Louth, LN11 7AR - Trinity Ward	No	New	Not seen by PWG.	15/04/2026
6	ELDC	00419/26/FUL	Planning Permission	Mr. B. Neal	Extensions to existing dwelling to provide additional living accommodation.	43 Laburnum Crescent, Louth, LN11 8SG - St. Michael's Ward	No	New	Not seen by PWG.	18/04/2026
7	ELDC	00361/26/FUL	Planning Permission	Mr. A. Bett	Erection of a building to be used as a veterinary centre with associated parking, outdoor exercise area and construction of a vehicular access (works complete). Amendment - Erection of a building to be used as a veterinary centre and ancillary café and shop with associated parking, outdoor exercise area and construction of vehicular access (works complete).	The Bett Business Centre, Bolingbroke Road, Fairfield industrial Estate, Louth, LN11 0WA - North Holme Ward	No	New	Not seen by PWG.	30/04/2026
8	ELDC	00414/26/FUL	Planning Permission	Mr. S. Smith	Extension to existing dwelling to provide additional living accommodation.	30 Elm Drive, Louth, LN11 0DQ - St. Margaret's Ward	No	New	Not seen by PWG.	22/04/2026
9	ELDC	00467/26/FUL	Planning Permission	Mr. K. Bourne	Change of use of existing house of multiple occupancy to form a single dwelling.	135 Eastgate, Louth, LN11 9QE - St. James' Ward	Yes	New	Not seen by PWG.	30/04/2026
10	ELDC	00494/26/RVC	Section 73 Application	Mr. C. Nickerson	Section 73 application to vary condition no.2 (approved plans) and no.6 (internal works) as previously imposed on planning permission reference N/105/01254/19 for the change of use, conversion of and alterations to the existing former school hall (which is a listed building) to provide a dwelling and erection of a boundary wall to a maximum height of 2 metres.	Former Assembly Hall, Westgate, Louth, LN11 9YE - St. Mary's Ward	Yes	New	Not seen by PWG.	30/04/2026

PLANNING COMMITTEE 14th APRIL 2026
PLANNING CORRESPONDENCE TO NOTE

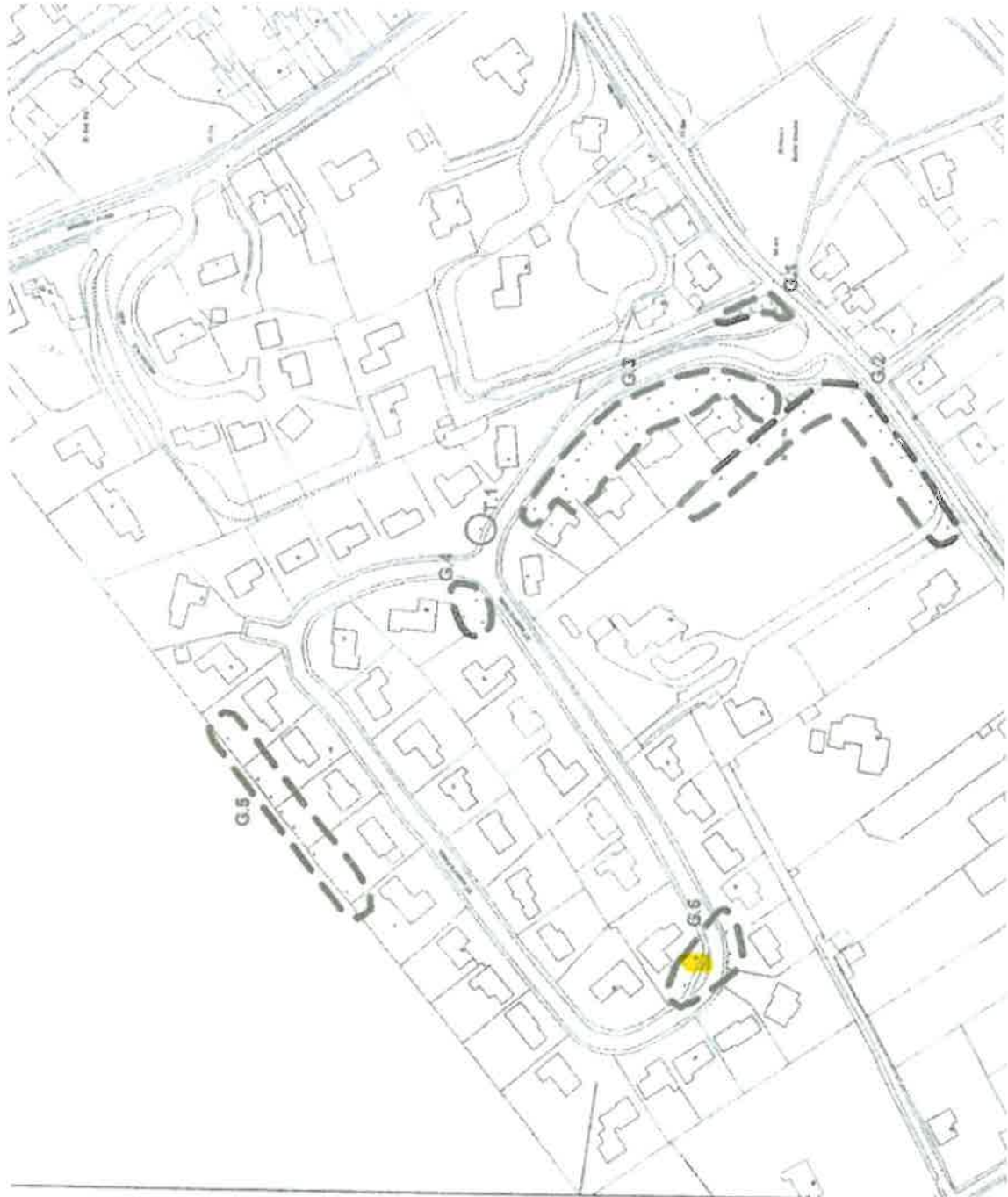
1. Temporary Traffic Restrictions

- a. Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Emergency – leak repair.
Nature and Location of Restriction: Emergency Road Closure Order – Broadley Crescent (between Monks Dyke Road and a point 40m north).
Period of Restriction: 19/03/26 – 25/03/26 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).
- b. Organisation Responsible for Restriction:** Lincolnshire County Council.
Reason for Restriction: Emergency – repairs to collapsed or displaced ironworks.
Nature and Location of Restriction: Emergency Road Closure Order – Church Street (between Eastgate and B1200 Newmarket).
Period of Restriction: 02/04/26 – 03/04/26, 20:00 to 06:00 (restrictions to be implemented for 1 day as and when required during this period. Signage will be displayed on site in advance).
- c. Organisation Responsible for Restriction:** Lincolnshire County Council.
Reason for Restriction: Emergency – carriageway edge repairs.
Nature and Location of Restriction: Emergency 40mph Speed Limit Order – A16 Louth Bypass (between A157/B1200 roundabout and B1520 roundabout).
Period of Restriction: 31/03/26 – 01/04/26, 09:00 to 15:00 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).
- d. Organisation Responsible for Restriction:** OCU Group.
Reason for Restriction: New electric connection.
Nature and Location of Restriction: Road Closure Order – B1520 Uppgate (between B1200 South Street and Quarryside).
Period of Restriction: 18/05/26 – 22/05/26 (restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).
- e. Organisation Responsible for Restriction:** Lincolnshire County Council.
Reason for Restriction: Streetlight replacement.
Nature and Location of Restriction: No Waiting and No Loading at Any Time Order – Church Street (between property numbers 33 and 45).
Period of Restriction: 19/05/26 – 19/05/26, 08:00 to 15:00 (restrictions to be implemented for 1 day as and when required during this period. Signage will be displayed on site in advance).

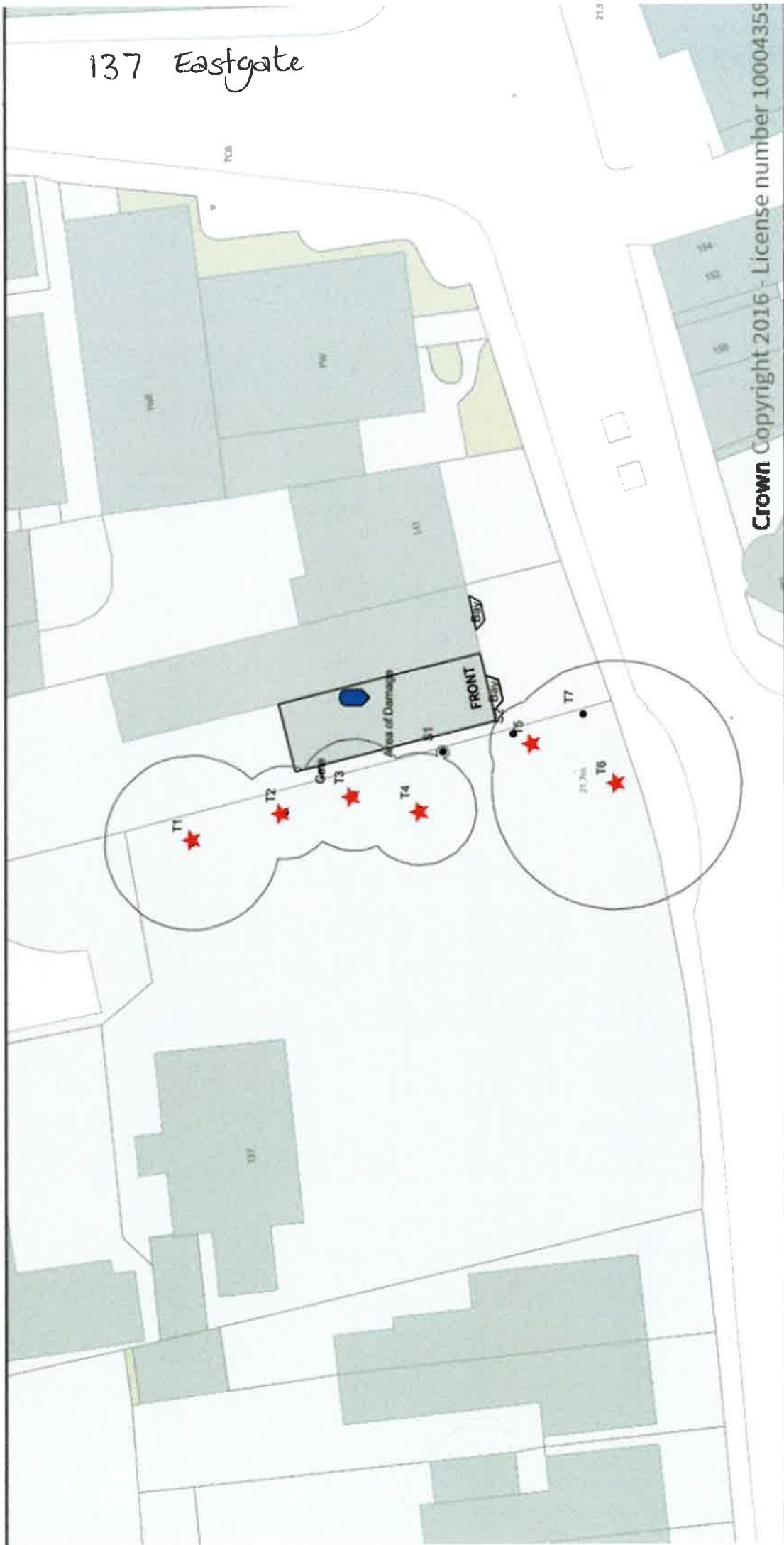
2. Enforcement

- a. Location:** 24a Christopher Close, LN11 0BT. **Nature of Investigation:** Without planning permission, erection of a timber fence and posts exceeding 1.00m in height above ground level adjacent to a highway. An enforcement notice was served requiring the removal of the fence or reduction in height. Whilst the requirements of the notice have not been complied with, the Local Planning Authority has worked with the owner to marginally reduce the fence in height and set the fence back from the pavement edge. This revised arrangement satisfactorily addresses the visual harm and the case is now closed.

29 St. Mary's Park



137 Eastgate



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02-10-26 PERS MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PERSONNEL COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 10th FEBRUARY 2026**

Chairman, Cllr. Mrs. J. Makinson-Sanders (Mrs. JMS) (in the chair).

Present Councillors: Mrs. E. Ballard (EB), J. Baskett (JB), J. Drake (JD), G.E. Horton (GEH), Mrs. K. Parsons (Mrs. KP), P. Starsmore (PS).

Councillors not present: None.

The Town Clerk, Mrs. L.M. Phillips and the Town Clerk's Assistant, Mrs. S. Chitauro-Adlard were also present.

H24. Apologies for Absence

No apologies for absence were received.

H25. Declarations of Interest / Dispensations

There were no declarations of interest or requests for dispensations made.

H26. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Personnel Committee meeting held on 4th November 2025 be approved as the minutes.

H27. Closed Session Item

At 9.12pm upon a proposal by Cllr. Mrs. KP, seconded by Cllr. PS, it was **RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 in order to discuss confidential information relating to a third party in relation to Personnel:

a. **Staff**

- i) Holidays – the Committee noted that letters confirming staff entitlement, when holiday must be taken and the amount left as at 31st December 2025 had been sent and were informed how much holiday each staff member had left to take before 31st March 2026. It noted that each staff member was able to carry forward 5 days of holiday and that no-one had a significant amount left which might cause a problem.
- ii) Sickness – the Committee received details of how many sick days had been taken by staff in the period 1st April 2025 to 31st December 2025 and how many of those fell in the period from 1st October 2025 to 31st December 2025.
- iii) Accidents – the Committee noted that there had been no accidents in the period 1st October 2025 to 31st December 2025.
- iv) Acting Maintenance Foreman/Cemetery Superintendent – 3 month Review – The Committee received a verbal report on the above and it was proposed, seconded and **RESOLVED** to look to acquire the services of a temporary maintenance assistant through an Employment Agency to work with the Acting Maintenance Foreman/Cemetery Superintendent, provide supervisory experience and assistance as the grass cutting season starts. The Town Clerk also apprised the Committee of a slight problem which had occurred at the Cemetery regarding the mistaken removal of 2 wreaths and it was proposed, seconded and **RESOLVED** that the aggrieved party should be reimbursed in the sum of £100.

At 9.42pm it was proposed, seconded and **RESOLVED** to move back into open session.

H28. Next Meeting

It was noted that the date of the next scheduled Town Council meeting was 14th April 2026.

The Meeting Closed at 9.42pm.

Signed _____ (Chairman) Dated _____

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:

- Complete risk assessments to be reviewed annually;
- 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;
- Provide adequate resources for the implementation of health and safety;
- Provide adequate insurance.

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 and approve the risk register;
- Review accident and “near miss incident” data;
- Receive/consider and approve policies and procedures developed by the Town Clerk;
- 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 times;
- Identify training needs through the risk assessment and performance review processes;

- Ensure that the Council's Health and Safety Policy is available to all new and temporary employees and volunteers, and that health and safety awareness is included in the Council's induction training;
- Maintain corporate accident and near miss incident sheets;
- Review accident and incident data to identify trends and any appropriate remedial action as necessary;
- Review contents of first aid kits annually.

1.3 EMPLOYEES / COUNCILLORS (WHERE APPLICABLE)

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

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

1.4 CONTRACTORS

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

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

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

1.5 AGENCY STAFF AND VOLUNTEERS

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

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

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.

If an employee has been prescribed drugs which might affect performance at work, the matter should be discussed in confidence with the line manager. Employees need not disclose to the manager why they are taking the prescribed drugs.

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

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, the Civility and Respect Pledge, the Dignity at Work/In Council Policy, 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 7 days or less, employees should complete a self-certification form on their return to work. For periods over 7 days (including weekends and bank holidays) a medical Statement of Fitness for Work (fit note) from a GP (or relevant medical establishment) is required.

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

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

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

Staff members will undertake a “return to work” meeting with the Town Clerk (or the Chairman of the Personnel Committee or the Chairman of the Council) on their day of returning to work after any period of absence. This practice is to ensure that staff members are fit to work; agree a phased return to work (where appropriate); receive work related updates and prioritise workload. In the case of the Town Clerk he / she 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 7 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 7 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

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 organised and held by a panel comprised of members of the Personnel Committee, ideally three persons, but a minimum of two persons, gender balanced wherever possible plus the Town Clerk. 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, email 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 Job Description
 - 3 Person Specification
 - 4 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.

- 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

LONE WORKING POLICY

1. Introduction

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

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

2. Lone Working / Lone Workers

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

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

3. Potential Risks to Lone Workers

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

4. Assessing the Risk

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

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

5. Safety Guidelines

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

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

6. Responsibility

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

7. Exemptions

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

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

8. Policy Review

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

Louth Town Council

TRAINING AND DEVELOPMENT POLICY

Purpose and Scope

This purpose of this policy is to set out the Council's position on the provision of training and development opportunities for staff and councillors.

It is the Council's policy to ensure that all employees and councillors will be trained to a high standard, to ensure that the Council's aims and objectives can be delivered as efficiently as possible.

Members of staff and councillors are expected to embrace the ethos of training and the merits of a well-run and proactive council structure.

Identifying, Meeting and Evaluating Training and Development Needs

Training and development needs will be identified from a variety of sources such as induction and probationary periods, one-to-ones, appraisal, workforce planning, team meetings, annual plan and changes in processes. In addition, the Council will encourage its staff to identify their own learning styles and will seek to provide a wide variety of learning and training methods, including attendance at conferences, seminars and short courses, online training, internal coaching, shared in-house learning resources (books, journals, DVDs etc), in-house training, work shadowing and time for self-directed research and learning.

Consideration

A number of factors will be taken into account when assessing a request from an individual. This policy provides one element of the decision-making process. Other factors will include availability of finance and/or the individual's employment record.

In order to ensure that the council is able to consistently evaluate requests, training and development opportunities have been organised into three categories according to the degree of importance each intervention has for different roles.

The three categories are as follows:

1. Mandatory

Mandatory training is legally required for the post-holder, or a qualification deemed to be so fundamental to the role, that the council makes it a mandatory requirement. Any mandatory training or qualifications are to be stated on the job description. They should also be stated in the contract for new starters, along with whom is responsible for the costs of the training/qualifications. For mandatory qualifications, it is unlikely that an applicant would be recruited without having previously attained the qualification. Where a qualification becomes mandatory for the role, the council will provide reasonable assistance for the employee to attain the qualification (see the section on Guidance for Support below).

Some mandatory training may be specific to a particular job role whilst other training may be a generic requirement. Examples of mandatory training include:

Generic training

- Health and Safety (Personal Safety, Manual handling, Display Screen equipment)
- Food hygiene
- Data Protection

2. Desirable

Desirable training is not legally required for the post, but it is directly relevant to the individual's job. Any desirable training or qualifications are to be stated on the job description.

For desirable qualifications or training, an individual may be recruited without having previously attained the qualification or undergone the training but may be expected to attain the qualification within a defined period of time.

Louth Town Council

TRAINING AND DEVELOPMENT POLICY

The need for training may also be identified through one-to-one meetings or annual appraisals. A desirable qualification is likely to enhance the skills and reputation of the council. Examples may include:

Job specific

- Certificate in Local Council Administration (CiLCA)
- Cemetery Legal Compliance
- Microsoft Excel

3. Optional

An optional qualification or optional training may not be directly linked to the individual's current job. Optional training or development is generally more beneficial to the individual's career than it is for the council.

Personal development aimed at developing the skills or knowledge of an individual in order to provide a successor for an existing job is deemed to be optional. However, depending on the circumstances, training for succession may be 'desirable'.

Job specific

- Community Governance
- Town Planning Technical Support - Level 3 Diploma

Support

Support for qualifications, training and personal development can include financial assistance towards the cost of tuition, examinations and resource materials in addition to half / day release and time off for study leave and taking the examination. Any financial and non-financial support to training and development is entirely at the discretion of the council. Any financial support in excess of £500, including the offer of a loan, will always be conditional upon the employee's agreement to either a full or partial repayment of the financial support provided. The council reserves the right to reclaim financial support where the employee;

- Leaves the council during the duration of the course, or up-to 1 year following completion of the course.
- Fails to complete the training
- Fails to attend training without good reason

Study leave

Where individuals require study leave to undertake mandatory training, they will be able to take all the leave within normal working hours.

Where individuals require study leave to undertake study which is not mandatory but part of the individual's formal continuous professional development, the council will contribute up to 50% of study leave time, to a maximum of 3 days per annum.

Where individuals require study leave to undertake training which is not mandatory but part of the individual's desire for career development, the council will contribute up to 3 days study leave per annum for courses which are directly related to the individual's role.

No study leave will be granted where individuals undertake study which is not required for their role, or not directly related to their role. However, the Clerk (or Chairman of the Council) will consider requests for flexible working to allow the study to take place, as long as the needs of the council can be met.

This is a non-contractual procedure which will be reviewed from time to time.

Louth Town Council

TRAINING AND DEVELOPMENT POLICY

Staff Training

- The Council's employees are seen as fundamental to all areas of development and service delivery. It is essential that they are trained to carry out their duties as effectively as possible.
- Each member of staff will receive a formal appraisal (once a year) and ongoing conversations and 'check-ins' at other times. These will be opportunities to discuss any training needs.
- In addition, members of staff are encouraged to raise at any time the perceived need for further training in any of the areas of work they are required to carry out, if need is identified. Any requests should be submitted to the Town Clerk and those which carry a cost for the course of over £200 should be discussed and agreed with the Chair of the Personnel Committee.
- The Council may request that staff undertake further training at its discretion, where this is deemed necessary, and in view of any specialist activities that the employee is required to undertake on its behalf.
- Full support will be given to all employees undertaking training of any kind in furtherance of the Council's activities.
- It is an aim that the Clerk should be CiLCA qualified or be working towards this qualification and the Council will endeavour to support the Clerk in pursuance of this. It will meet all costs involved and ensure that time, within normal working hours, is made available for its completion.
- The Council will support the Clerk in their work by encouraging and meeting the cost of their membership of the Society of Local Council Clerks.
- The Clerk will maintain a record of all training undertaken.

Councillor Training

- The Council will encourage all members to attend training in relation to the corporate activities of the Council, and its administrative procedures.
- Councillors will also be expected to undertake specialist courses as need arises, and dependent on any specific responsibilities that are allocated.
- The Council is a member of the Lincolnshire Association of Local Councils and has full access to its training programme.
- If additional, specialist training is required on any matter, the Clerk will source an appropriate course and, if possible, arrange for a qualified person to deliver that training in-house to members.
- A record of all training attended by members will be kept.

General

- The Council will set aside an adequate training budget each year to meet training needs for staff and councillors.
- Anyone attending training is required to report back to the Clerk on the value of the training, and if appropriate prepare a written report for Council.
- Any useful training material should be shared between staff and members, either in hard copy or via e-mail, to ensure everyone is made fully aware of important updates relating to law and administration.
- The Council will take note of any matters which should be pursued as a result of training attended, and where best practice procedures should be implemented or updated as a result.

This policy should be used in conjunction with each employee's contract. It will be reviewed annually and subsequently linked into the following year's budget-setting to allow for all contingencies, with regard to training needs.