

# Louth Town Council

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

01507 355895

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## To the Members of the Town Council of Louth:

You are hereby summoned to attend a meeting of Louth Town Council's Planning Committee, Community Resources Committee and Personnel Committee which will be held on Tuesday 15<sup>th</sup> April 2025 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](mailto:clerk@louthtowncouncil.gov.uk) in advance of the meeting to discuss attendance arrangements. Written representation can also be considered rather than attending in person.*

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

*L.M. Phillips*  
**Mrs. L.M. Phillips**

**Town Clerk**

Dated this 10<sup>th</sup> Day of April 2025

## AGENDA

### PLANNING COMMITTEE

**(Chairman: Cllr. P. Starsmore, Membership: All Cllrs.)**

#### **1. Apologies for Absence**

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

#### **2. Declarations of Interest / Dispensations**

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

#### **3. Minutes**

To approve as a correct record the notes of the Planning Committee Meeting held on 25<sup>th</sup> March 2025. (Attached).

#### **4. Applications received by the Local Planning Authority**

To consider and make observations on all planning applications received including those listed in the schedule (PA/Schedule 04-15-25). (Attached).

#### **5. Planning Correspondence**

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

#### **6. Proposed Work to Trees**

Committee to consider the following proposed works to trees in the Conservation Area:

- a) **Location:** Boulevard Care Ltd., The Rowans, 266 Eastgate **Proposals:** T1 – Conifer – Remove. T2 – Sycamore – Remove. T3 – Sycamore – Remove. T4 – To represent any other tree overhanging the boundary – Crown lift as necessary up to 4m. **Reasons:** T1, T2, T3 and T4 – Obstructing neighbouring properties.

#### **7. Bollards on corner of Eastgate and Cannon Street**

Committee to discuss the recent installation of the above and resolve upon the way forward.

#### **8. Next Meeting**

Committee to note that the date of the next scheduled Planning Committee meeting is 6<sup>th</sup> May 2025.

**COMMUNITY RESOURCES COMMITTEE**  
**(Chairman: Cllr. D. Hobson, Membership: All Cllrs.)**

**1. Apologies for Absence**

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

**2. Declarations of Interest / Dispensations**

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

**3. Minutes**

To approve as a correct record the notes of the Community Resources Committee meeting held on 4<sup>th</sup> February 2025. (Attached).

**4. Insurance**

Committee to receive an update from the Town Clerk following resolution on 25<sup>th</sup> March that due to the timescales, authority be delegated to the Town Clerk in liaison with the Chairman and Vice Chairman of the Community Resources Committee (Cllrs. DH and PS) and Vice Chairman of the Governance and Finance Committee (Cllr. Mrs. KP) to make the necessary arrangements as required.

**5. Allotments**

Committee to note that contracts have been exchanged in the purchase of the Trinity Road Allotment site and transfer of ownership to the Town Council has now been completed.

**6. Julian Bower**

Councillors to receive correspondence from a resident of Julian Bower about the state of the unadopted road there and in particular the part from just after its junction with Upgate/London Road to the top of the hill (attached). Committee to consider its responsibilities as a landowner there and resolve upon the way forward.

**PERSONNEL COMMITTEE**  
**(Membership: Cllrs. Mrs. JMS, Mrs. EB, GEH, DH, HF, JB, JD)**

**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 4<sup>th</sup> February 2025. (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) Use of Council Email/Internet Policy and Procedure
- f) Grievance and Disciplinary Procedure
- g) Recruitment and Selection Policy
- h) Lone Worker Policy

**5. Employee Eyesight**

Committee to note that following professional testing a member of its staff requires corrective lenses for DSE work. As an employer the Council has a responsibility to fit its DSE users with basic frames and appropriate lenses. Committee to consider costs and resolve upon the way forward.

**6. 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) Appraisals – Committee to receive an update from the Town Clerk.
- b) Holiday – Committee to receive an update from the Town Clerk.
- c) Sickness – Committee to receive an update from the Town Clerk.
- d) Accidents – Committee to receive an update from the Town Clerk.
- e) New Employee – Committee to receive an update from the Town Clerk, consider applications and resolve upon interviews.

03-25-25 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 25<sup>th</sup> MARCH 2025**

Councillor P. Starsmore (PS) (in the chair).

**Present Councillors:** J. Baskett (JB), J. Drake (JD), D. Hobson (DH), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP).

**Councillors not present:** Mrs. E. Ballard (Mrs. EB), M. Barnes (MB), L.M. Cooney (LMC), H. Filer (HF), G.E. Horton (GEH), Mrs. P.F. Watson (Mrs. PFW), D.E. Wing (DEW).

The Town Clerk, Mrs. L.M. Phillips and the Town Clerk's Assistant, Miss S. Chitaurio were also present.

**P127. Apologies for Absence**

Apologies for absence were received from Cllrs. Mrs. EB, LMC, HF, GEH and Mrs. PFW.

**P128. Declarations of Interest / Dispensations**

The following declarations of interest were made:

- a. Cllr. DH – items 4, 7 and 8 as a member of East Lindsey District Council (ELDC).
- b. Cllrs. Mrs. JMS – items 4, 7 and 8 as a member of ELDC.

**P129. Minutes**

It was proposed, seconded and **RESOLVED** that the notes of the Planning Committee Meeting held on 25<sup>th</sup> February 2025 be approved as the minutes.

**P130. Applications received by the Local Planning Authority**

The Committee considered all planning applications received, including those listed in the schedule (PA/Schedule 03-25-25) and it was proposed, seconded and **RESOLVED** as follows:

- a. N/105/01111/24 – to object on the same grounds as previously (see below) as it was felt that the amendments to the plans do not materially change the situation and are not sufficient to allay the fears of residents: Loss of free, open, public green space Loss of trees Loss of ecological habitats Adequacy of drainage Access and highway safety Traffic generation Noise and disturbance from the scheme Loss of privacy The proposed development of the Wood Lane Playing Field includes the removal of 14 trees and this coupled with the loss of the playing field, a free, public, open green space to make way for a 3G pitch and 95 new parking spaces will seriously impact the residents and the environment. It will result in the loss of availability of a much loved and much used free, public, open green space which has been enjoyed informally by all for many years in the pursuit of many activities such as football, cricket, rounders, catch, frisbee, running, picnics etc. This has allowed those who are not members of sports clubs to have an area for activities and has allowed the larger population an ability to engage in outdoor fitness on an ad hoc basis. Failure to provide these free, public, open green spaces is detrimental to the larger population who are not members of sports groups and cannot afford to be members. It does not promote inclusivity. ELDC has not proposed to replace these facilities, as per national planning policy and its loss will disadvantage many who live in the surrounding area, which is recognised as a deprived area and whose residents may not own cars or have any other access to free, public, open green space. This will lead to children being forced to find other areas to play in which will be more secluded than the Wood Lane Playing Field and which raises other concerns for their safety. The redevelopment of green spaces for building is creating a situation where there will be almost no green space within the centre of Louth. ELDC has an obligation to ensure these spaces are available to the local population to ensure its wellbeing. Further, the use of materials which have been proven to have carcinogenic properties in the 3G pitch brings health concerns which cannot be overlooked. The adoption of EU REACH by the European Commission which will see a restriction placed on the sale of the rubber infill used for 3G AGPs may also make the maintenance of these pitches difficult which raises concerns about the sustainability of the proposed 3G pitch. Furthermore, the proposals may result in reduced air quality as a result of an increase in carbon emissions caused by additional traffic and less vegetation to counteract

that, increased flood risk due to displacement of surface water and a decline in biodiversity as habitats are lost. It will have a negative effect on the local ecosystem, destroying habitats and disrupting wildlife living in the local area e.g., of birds, squirrels and insects of which there are many in the vicinity. The installation of a 3G pitch and 95 new parking spaces will generate a significant increase in the amount of vehicular traffic using St. Bernard's Avenue which turns into Wood Lane (the only access and exit road). This road already services an enormous number of residents whose abodes are located on it or just off it. It is well used currently by pedestrians as the only route for many children to and from their schools, all located off this road (Eastfield Infants' and Nursery Academy, Lacey Gardens Junior Academy, Louth Academy Upper Campus (years 9, 10 and 11), St. Michael's Church of England Primary School and the Limes Play and Learn nursery school) it is also a main thoroughfare dissecting the town which many use to cut from one side of town to the other and which is used as such by both vehicles and pedestrians. It already suffers from highway safety problems which can only be exacerbated by this development. The current problems are created by cars parked on-street (a necessity for many local residents as they have no driveway) and by drivers travelling along the road using excessive speed. It is also a main bus route. It is questionable that this transportation infrastructure would be capable of accommodating the increased strain placed upon it by the increase in traffic which would be generated by this development. The ensuing congestion caused by the increase in traffic and the increase in pedestrians/children walking to/from and around the new installation would greatly increase highway safety risks. The increase in traffic, both pedestrian and vehicular would also have a detrimental impact on the quality of life of residents: the danger, infringement of privacy, noise and light created being unacceptable. Noise and light pollution created by the development, which it is proposed will be operated on a 7 day a week basis from 8am to 10pm, will lead to the loss of enjoyment of previously darker skies by residents, will disrupt the sleep of nearby children and this might have a negative knock on effect on their education and everyone's mental condition. It is inevitable that disruption will also not cease at 10pm as users will take time to leave the car park (from which the sound of them talking and slamming doors etc., will still escape as there is no sound proofing in this area) past that time and lighting will not be switched off until staff are able to leave. The above concerns would increase stress levels for all nearby residents and this deterioration in the overall quality of life/violation of human rights is quite intolerable. The Council would like to stress that it is not against the installation of a 3G pitch in Louth. In fact, it recognises that Louth really needs this facility and would welcome it. BUT, having facilitated a public meeting for residents to voice their opinions, at which most attendees were opposed to the application, it cannot support it in this location. In view of the above and the lack of plans to re-provide both trees and free public open space the Council would urge ELDC to reconsider. The Council feels that the provision of free, public, open green space is as equally essential as the provision of quality sports facilities. The Council also wished to add to its comments that having spoken to the Police it is aware that they are concerned about the impact the 4.5m fencing will have on crime in the area. They fear that antisocial behaviour/drug use will increase (the area already being a known problem spot) because it will provide a handy screen from prying eyes. The Council would also like to note that while the number of trees to be felled is now proposed to be ten, rather than fourteen, the Council feel that this will have an unacceptably negative impact on local ecosystems and biodiversity in the area.

- b. N/105/00238/25 – to object on the grounds that the materials used are not acceptable in the Conservation Area and, given the property's proximity to both the town centre and St. James' Church which is a nationally important and Grade II listed building, it was felt that these detract from the areas character, having a detrimental impact on the vitality and viability of the town centre.
- c. N/105/00280/25 – to object on the grounds that 1) the access into and out of the site is carefully considered to ensure safety as its location on a bend was considered dangerous. 2) Trees planted should be of a substantial starting size (no whips) and be replanted should any perish before being established. Note: Security fencing should provide a good secure area, given local users of the site may potentially be storing items of value.
- d. To support all other applications.

**P131. Ossian Wind Farm Environmental Statement and Scoping Process/Planning Application S/086/00283/25**  
Following previous discussions, it was proposed, seconded and **RESOLVED** to submit the following statement as a corporate response to the Planning Inspectorate to inform them of the information the Planning Committee felt should have been provided in the Environment Statement: Louth Town Council consider this specific

development, although not directly in the Louth area, highlights a concern that it feels needs to be addressed and stated. The proposal of the pylons through Lincolnshire, additional windfarms, the associated substations, coupled with the storage facilities for Carbon Capture and Nuclear Waste are demonstrating a piecemeal approach to the degradation of the countryside of Lincolnshire. Many local residents fear this will affect the county, both in terms of tourism and food production. There is great fear that the pylons may increase potential large output solar farms taking arable land, and the coast has many sites of scientific interest and is now part of a larger nature reserve. Some honesty, and a holistic view of what Lincolnshire is expected to carry in terms of national infrastructure would be appreciated, as more people accept there needs to be some compromise here and there, but the 'chipping' away by small applications is slowly removing any read say the local people of the county may have.

**P132. Nuclear Waste Services, Geological Disposal Facility**

In light of LCC's statement that suggested that Nuclear Waste Services would withdraw interest in the Louth area, Louth Town Council decided to take a watchful state and thanked those who completed the survey organised by Louth Town Council.

**P133. Planning Correspondence**

The Committee noted the following planning correspondence:

**a. ELDC Planning Decisions**

- i. ELDC Approved – N/105/01929/24 – Planning Permission – 154 Horncastle Road, LN11 9QT – LTC supported 14/01/25.
- ii. ELDC Approved – N/105/00051/25 – Section 73 Application – Land West of Keddington House, Louth – LTC objected 04/02/25.
- iii. ELDC Approved – N/105/00099/25 – Planning Permission – 173 Eastgate, Louth, LN11 8DB – LTC supported 04/02/25

**b. Temporary Traffic Restrictions**

- i. **Organisation Responsible for Restriction:** Lincolnshire County Council (LCC)  
**Reason for Restriction:** Emergency – safety bollard installation.  
**Nature and Location of Restriction:** Emergency Road Closure Order – Eastgate (between Ugate and New Street); Nichol Hill.  
**Period of Restriction:** 13/03/25 – 13/03/25 (restrictions to be implemented for 1 day 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 – repair sunken fire hydrant.  
**Nature and Location of Restriction:** Emergency Road Closure Order – High Holme Road (between Union Street and Broadbank).  
**Period of Restriction:** 05/03/25 – 11/03/25 (restrictions to be implemented for 7 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 – dangerous cover and frame repair.  
**Nature and Location of Restriction:** Emergency Road Closure Order – Westgate (between Westgate Place and Bridge Street).  
**Period of Restriction:** 04/03/25 – 10/03/25 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).
- iv. **Organisation Responsible for Restriction:** Anglian Water  
**Reason for Restriction:** Emergency – repair leak.  
**Nature and Location of Restriction:** Emergency Road Closure Order – Broadbank (between Cisterngate and Spaw Lane).  
**Period of Restriction:** 10/03/25 – 14/03/25 (restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).
- v. **Organisation Responsible for Restriction:** Direct Traffic Management  
**Reason for Restriction:** Foul and surface water connections.  
**Nature and Location of Restriction:** Road Closure Order – Monks Dyke Road (between Almond Crescent and Millgood Close).  
**Period of Restriction:** 07/04/25 – 11/04/25 (restrictions to be implemented for 5 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:** Emergency – burst main.  
**Nature and Location of Restriction:** Emergency Road Closure Order – Alvingham Road (between Lyndon Way and Church Lane).  
**Period of Restriction:** 12/03/25 – 18/03/25 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).
  - vii. **Organisation Responsible for Restriction:** TLF Utilities Ltd  
**Reason for Restriction:** BT pole renewal.  
**Nature and Location of Restriction:** Road Closure Order – Mount Pleasant (between Church Street and Little Lane).  
**Period of Restriction:** 11/04/25 – 11/04/25 (restrictions to be implemented for 1 day as and when required during this period. Signage will be displayed on site in advance).
- c. **Appeals**
- i. **Planning Application Reference:** N/105/01520/24. **Location:** 94 Mount Pleasant, Louth, LN11 9DJ. **Nature of Appeal:** An appeal was made under section 78 of the Town and Country Planning Act 1990 (as amended) against a refusal to grant planning permission for an extension to existing dwelling to provide additional living accommodation. **Decision:** The Planning Inspectorate determined that the main issue would be the effect of the proposed development on the character and appearance of the host building and surrounding area, therefore the appeal was dismissed.
- P134. Proposed Work to Trees**
- It was proposed, seconded and **RESOLVED** to support the following work to trees:
- a. **Location:** Riverdale, Love Lane – **Proposal:** T1 - Cypress x 4 - Cut to give 1m of clearance over the road by cutting back to the kerb edge. Cut to give clearance over the patio area by cutting back by 1m. Reduce in height by 6.5m to leave a finished height of 10m. Manage trees at the reduced heights and spread going forward. T2 - Lime - Sever Ivy. Remove the low lateral to the west back to the main stem. Reduce in height by 3m to give a finished height of 14.5m. Prune to keep flowing lines with no internodal cuts. T3 - Lime - Sever Ivy. Remove the low laterals to the west and south back to the main stem. Reduce in height by 3m to give a finished height of 14.5m. Prune to keep flowing lines with no internodal cuts. T4 - Lime - Sever Ivy. Remove the low laterals to the west and south back to the main stem. T5 - Lime - Sever Ivy. Remove the low laterals to the west and south back to the main stem. T6 - False Acacia - Fell to ground level to free up the crown of five other trees. Use eco-plugs to prevent regrowth and suckering. Replace with a Sweet Gum. T7 - Lime - Sever Ivy. Remove the low laterals at 2.5m to the south and east back to the main stem. Reduce the lateral spread to the south by 2m to leave a finished length of 4m. Cut to give at least 30cm clearance around the BT line. Reduce in height by 3m to give a finished height of 14.5m. In all operations, prune to keep flowing lines with no internodal cuts. T8 - Yew - Reduce the lateral spread to the north by 3m and east by 2m to leave a finished length of 5m. Prune to keep flowing lines with no internodal cuts. T9 - Holly - Reduce the lateral spread to the north by 3m and east by 2m to leave a finished length of 5m. Reduce in height by 5m to leave a finished height of 10m. Prune to keep flowing lines with no internodal cuts.
  - b. **Location:** 1 Sudbury Place – **Proposal:** G3 – Group consisting of 7 Lime – T1 marked on plan (Lime) fell and grind stump. **Reasons:** G3 – Tree is in decline with fungus, decay and die back present.

#### **P135. Next Meeting**

It was noted that the next scheduled Planning Committee meeting would take place on 15<sup>th</sup> April 2025.

The Meeting Closed at 11.10pm.

Signed \_\_\_\_\_ (Chairman)

Dated \_\_\_\_\_

Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conservation Area?	Previous LTC Comments	Clerk's Comments after problems following ELDC's change of computer system	Expiry Date for LTC Comments	Link
1	ELDC	N/105/ 00364/25/FUL	Planning Permission	Rodden & Cooper Ltd	Erection of 8no. mixed use units with the construction of vehicular access and associated car park.	Plot 58 Bolingbroke Road, Fairfield Industrial Estate, Louth - North Holme Ward	No	New	Documents available via Online Planning on this schedule	16/04/2025	<a href="#">Online Planning</a>
2	ELDC	N/105/ 00370/25/FUL	Planning Permission	Mr. M. Potts	Extension and alterations to existing dwelling to provide additional living accommodation with the erection of a detached garage and the demolition of existing shed.	44 Hawthorne Avenue, Louth, LN11 0LD - St. James' Ward	No	New	Details not available when agenda prepared. Documents or link to be circulated by email when available.	16/04/2025	
3	ELDC	N/105/ 00402/25/LBS	Listed Building Consent	Mr. R. Subberwal	External alterations to existing building to render part of east elevation.	10 Commarket, Louth, LN11 9PY - Priory Ward	Yes	New	Details not available when agenda prepared. Documents or link to be circulated by email when available.	16/04/2025	
4	ELDC	N/105/ 02015/25/FUL	Planning Permission	Mr. D. Dunham	Extension to existing dwelling to provide additional living accommodation.	25 Tudor Drive, Louth, LN11 9EE - St. Mary's Ward	No	New	Documents available via Online Planning on this schedule	21/04/2025	<a href="#">Online Planning</a>
5	ELDC	N/105/ 00401/25/OUT	Outline Erection	Mr. L. Chapman	Outline erection of 1no. dwelling.	Land at West 54 Stewton Lane, Louth, LN11 8SB - St. Michael's Ward	No	New	Documents circulated by email on 9/4/25	23/04/2025	<a href="#">Online Planning</a>
6	ELDC	N/105/ 02069/25/FUL	Planning Permission	Mr. M. Taylor	Alterations to existing dwelling to provide 2no. replacement windows to the front elevation.	32 Kidgate, Louth, LN11 9HN - Priory Ward	Yes	New	Documents available via Online Planning on this schedule	30/04/2025	<a href="#">Online Planning</a>



**PLANNING COMMITTEE 15<sup>th</sup> APRIL 2025**  
**PLANNING CORRESPONDENCE TO NOTE**

**1. ELDC Planning Decisions**

- a. ELDC approved – N/105/01750/24 – Listed Building Consent – 14 Mercer Row, LN11 9JQ – LTC objected 25/02/25.
- b. ELDC approved – N/105/01915/24 – Section 73 Application – 10 Southlands Avenue, LN11 8EW – LTC supported 25/02/25.
- c. ELDC approved – N/105/00222/25 – Section 73 Application – Land at 76A Eastgate, Louth – LTC supported 25/02/25.
- d. ELDC approved – N/105/00074/25 – Planning Permission – The Beeches, 37 St. Mary's Lane, LN11 0DU – LTC supported 25/03/25.

**2. Temporary Traffic Restrictions**

- a. **Organisation Responsible for Restriction:** Bostock Scaffolding Services Ltd

**Reason for Restriction:** Scaffolding at Masons for renovation.

**Nature and Location of Restriction:** Road closure Order – Butcher Lane.

**Period of Restriction:** 20/04/25 – 17/05/25 (restrictions to be implemented for 28 days as and when required during this period. Signage will be displayed on site in advance).

- b. **Organisation Responsible for Restriction:** Louth Town Council

**Reason for Restriction:** Emergency – tree felling.

**Nature and Location of Restriction:** Emergency Road Closure Order – Crowtree Lane (closed West of Little Crowtree Lane).

**Period of Restriction:** 02/04/25 – 04/04/25 (restrictions to be implemented for 3 days as and when required during this period. Signage will be displayed on site in advance).

- c. **Organisation Responsible for Restriction:** Anglian Water

**Reason for Restriction:** Emergency – repair water leak.

**Nature and Location of Restriction:** Emergency Road Closure Order – Watts Lane (between 30m and 80m Southwest of Mount Pleasant Avenue).

**Period of Restriction:** 01/04/25 – 07/04/25 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).

- d. **Organisation Responsible for Restriction:** Network Plus

**Reason for Restriction:** Gas mains replacement.

**Nature and Location of Restriction:** Road Closure Order – Mayfield Crescent.

**Period of Restriction:** 05/05/25 – 19/05/25 (restrictions to be implemented for 10 days as and when required during this period. Signage will be displayed on site in advance).

- OT3 -> to be removed
- OT2
- Eucalyptus tree (not to be touched)

11 - to be removed

NEIGHBOURING  
BOUNDARY

THE ROMAN  
HAVEN  
LICKED

THE  
LODGE

HOLY TRINITY  
CHURCH

THE ROMANS

THE HAVEN

EAST GATE

PLANT GARDENS

02-04-25 CR MINS

**MINUTES OF THE LOUTH TOWN COUNCIL COMMUNITY RESOURCES COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 4<sup>th</sup> FEBRUARY 2025**

Councillor D. Hobson (DH) (in the chair).

**Present Councillors:** Mrs. E. Ballard (Mrs. EB), J. Drake (JD), H. Filer (HF), G.E. Horton (GEH), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), P. Starsmore (PS) Mrs. P.F. Watson (Mrs. PFW).

**Councillors not present:** M. Barnes (MB), J. Baskett (JB), L.M. Cooney (LMC), Mrs. K. Parsons (KP), D.E. Wing (DEW).

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

**C36. Apologies for Absence**

Apologies for absence were received from Cllrs. MB, JB, LMC and KP.

**C37. Declarations of Interest / Dispensations**

The following declarations of interest or dispensations were made:

- a. Cllr. DH – Item 4 as a member of East Lindsey District Council (ELDC).
- b. Cllr. GEH – Item 4 as a member of ELDC.
- c. Cllr. Mrs. JMS – Item 4 as a member of ELDC.

**C38. Minutes**

It was proposed, seconded and **RESOLVED** that the notes of the Community Resources Committee Meeting held on 29<sup>th</sup> October 2024 be approved as the Minutes.

**C39. CCTV**

The Committee received a report containing updates and details from the East Lindsey CCTV Partnership meeting held on 16<sup>th</sup> January 2025.

**C40. Consultation: Strengthening the Standards of Conduct Framework for Local Authorities in England 2025**

The Committee received details of the above and it was proposed, seconded and **RESOLVED** to hold a separate informal meeting to formulate a draft corporate response to be brought back to the Governance and Finance Committee on 25<sup>th</sup> February 2025 for ratification and submission. It was noted that Councillors could also submit their own individual responses.

**C41. Insurance**

The Committee received an update from the Town Clerk following receipt of the Council's Insurers Risk Assessor's Report and noted that three risk improvements had been identified which needed to be actioned by specific target dates. Two had target dates of 3<sup>rd</sup> February which had been implemented. The third, obtaining a keyholding service had a target date of 24<sup>th</sup> March and would incur costs. It was proposed, seconded and **RESOLVED** to delegate authority to the Town Clerk and the Chairman of the Community Resources Committee to make the necessary arrangements and incur expenditure as required for the third improvement.

**C42. Allotments**

- a. The Committee received an update from the Town Clerk regarding the purchase of Trinity Allotments. It was proposed, seconded and **RESOLVED** to give the Town Clerk in liaison with the Chairman of the Community Resources Committee delegated authority to continue the process of its purchase, committing to the expenditure of up to £2,000 solicitors fees and £615.94 search fees and incur any further expenditure as necessary.
- b. The Committee received details of recent correspondence regarding a request for the removal of an item at the London Road Allotments. It was proposed, seconded and **RESOLVED** to delegate authority to the Town Clerk in liaison with the Chairman of the Community Resources Committee to incur the necessary expenditure to facilitate the request.

**C43. Closed Session**

At 9.46pm it was proposed, seconded and **RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings Act) 1960 due to business to be discussed in the following items, information being of a third party, commercial and confidential nature in relation to the following:

- a. Amenity Grass Cutting – the Committee received quotes for amenity grass cutting in 2025/26 and, after consideration, it was proposed, seconded and **RESOLVED** to award the work to Glendale.
- b. Cemetery Grass Cutting – the Committee received and considered quotes for the cutting of the Cemetery grass in 2025/26, and it was proposed, seconded and **RESOLVED** to award the work to Glendale.
- c. Sessions House – the Committee considered the quotes received for the work identified in the recent Chartered Surveyor's Report for the Sessions House. It was noted that the quotes were not directly comparable and therefore the Town Clerk was asked to revisit the contractors to acquire further information. It was proposed, seconded and **RESOLVED** to grant delegated authority to the Town Clerk in liaison with the Chairman of the Community Resources Committee to incur necessary expenditure and award the work.
- d. Old Mill House – the Committee received correspondence between the Town Clerk and solicitors regarding Old Mill House and considered options for a way forward. It was proposed, seconded and **RESOLVED** to pursue forfeiture and grant delegated authority to the Town Clerk to proceed incurring expenditure as necessary.

At 9.37pm, it was proposed, seconded and **RESOLVED** that the meeting should move out of closed session.

**C44. Next Meeting**

The Committee noted that the date of the next scheduled Community Resources Committee meeting was 15<sup>th</sup> April 2025.

The Meeting Closed at 9.37pm.

Signed \_\_\_\_\_ (Chairman)      Dated \_\_\_\_\_

**From:** [REDACTED]  
**Sent:** 31 March 2025 10:54  
**To:** clerk@louthtowncouncil.gov.uk  
**Subject:** Julian Bower - maintenance and repair

Dear Mrs Phillips,

I am writing to follow up on the conversation we had last week regarding the maintenance and repair of the unadopted lane called Julian Bower, in Louth. It was really helpful to speak with you, thank you.

You had kindly said you would bring the matter of the severely deteriorated road surface to the attention of members of the Community Resources Committee with a view to establishing the responsibility of the council as a frontager to the lane).

We agreed that I would collect contact details from frontagers who had expressed an interest in said repair and I have included these below. This is not everyone who has an estate that adjoins the lane, just the ones I know and have engaged in conversation arranged by [REDACTED] I am sure you will be able to access information on other frontagers, if you so wish, through your own channels. My own details you already have and are in my signature line at the end of this message.

Name	Mobile Phone	Email
[REDACTED] 	[REDACTED]	[REDACTED]
[REDACTED] 	[REDACTED]	[REDACTED]
[REDACTED] 	[REDACTED]	[REDACTED]
[REDACTED] 	[REDACTED]	[REDACTED]
[REDACTED] 	[REDACTED]	[REDACTED]

I also agreed to share the estimate for repair provided by [REDACTED]. There is no paperwork on this, just a message from him to [REDACTED] saying:

'To plane out both sides of the hill to a depth of 75mm and supply and lay 10mm graded wearing course tarmac cost of £4890 + VAT'

We had received an earlier quotation, and here I do have the paperwork and attach below, from [REDACTED]. You will see they offered different options, however it was felt that these were too costly. Councillors may have access to other companies who may be able to offer preferential rates.

If you have any questions in advance of the committee meeting then please be in touch.

Many thanks again for your support with this matter, I look forward to hearing from you.

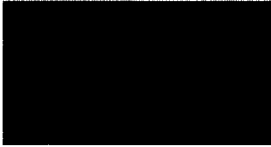
Best wishes,

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



24 January 2025

Reference E250090



Thank you for your kind invitation to tender for the above works.

Please find attached our priced Bill of Quantity.

This Quotation is based on the conditions below and I trust you will find these of interest.

Open to acceptance for One Month.

Price is based on good site access.

Subject to final measurement.

Conditions of Contract applicable.

Payment 28 days from completion.

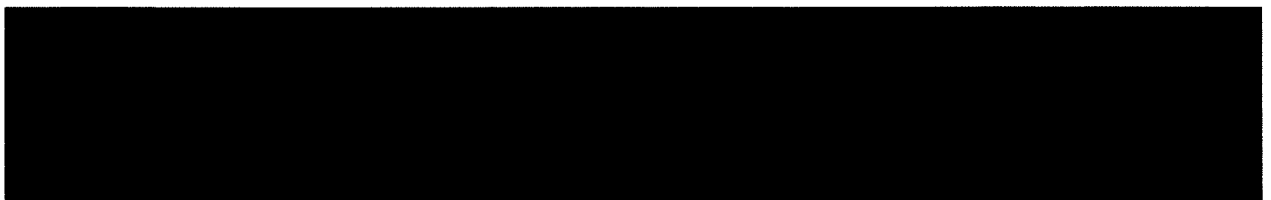
ONE visit(s) to site allowed for.

Subject to VAT at the prevailing rate at time of invoice.

Nil Retention unless otherwise stated or agreed in writing.

If you require any further information please do not hesitate to contact me.

For and on behalf of



**BILL OF QUANTITY**

Our Ref : E250090

Site :

Con Ref : 0

Client :

Item	Description	Quantity	Unit	Rate	Extension
<b><u>Option 1- patching only 1.1 m each side of the road</u></b>					
01.1	Plane out 75 mm and then Provide, lay and compact 75mm average consolidated thickness of AC 10 mm CG Surface Course, to BS.594987.	255.00	M2	£38.58	£9,837.90
<b><u>Area of stone at the top of the lane.</u></b>					
01.2	Provide, lay and compact 75mm average consolidated thickness of AC 10 mm CG Surface Course, to BS.594987.	54.00	M2	£25.91	£1,399.14
<b><u>Option 2 Plane each side of the road and reinstate</u></b>					
02.1	Plane 55mm and then Provide, lay and compact 55mm average consolidated thickness of AC 0/20 DB Binder Course, to BS.594987.	255.00	M2	£22.82	£5,819.10
<b><u>Overlay whole road.</u></b>					
02.2	Provide, lay and compact 40mm average consolidated thickness of AC 10 mm CG Surface Course, to BS.594987.	426.00	M2	£14.84	£6,321.84
<b><u>Area of stone at the top of the lane.</u></b>					
02.3	Provide, lay and compact 75mm average consolidated thickness of AC 10 mm CG Surface Course, to BS.594987.	54.00	M2	£25.71	£1,388.34
<b><u>Bellmouth at the bottom of the road.</u></b>					
03	Plane to form tie ins then apply a tack coat and Provide, lay and compact 40mm average consolidated thickness of AC 10 mm CG Surface Course, to BS.594987.	60.00	M2	£12.57	£754.20
04	Traffic management for the main road whilst working	1.00	ITEM	£450.00	£450.00



02-04-25 PERS MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PERSONNEL COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 4<sup>th</sup> FEBRUARY 2025**

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

**Present Councillors:** Mrs. E. Ballard (Mrs. EB), J. Drake (JD) H. Filer (HF), D. Hobson (DH), G.E. Horton (GEH),

**Councillors not present:** J. Baskett (JB).

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Miss S. Chitauo, and one member of the public were also present.

**H21. Apologies for Absence**

Apologies for absence were received from Cllr. JB.

**H22. Declarations of Interest / Dispensations**

There were no declarations of interests or dispensations.

**H23. Minutes**

It was proposed, seconded and **RESOLVED** that the notes of the Personnel Committee meeting held on 22<sup>nd</sup> October 2024 be approved as the Minutes.

**H24. Local Council Award Scheme – Foundation Award**

The Committee noted that the Council had begun putting together its application for the above, the deadline for which was 2<sup>nd</sup> May 2025.

**H25. Sexual and General Harassment Policy**

The Committee noted that two Councillors had not undertaken the training on the above or signed to say that they had received a copy of the Council's policy, had read, understood, and would comply with it, but that one of the Councillors had confirmed they would be arranging an appointment to do so.

**NB: It was proposed, seconded and RESOLVED to suspend Standing Orders at 10pm so that the meeting could continue.**

**H26. Closed Session Item**

At 10.01pm it was proposed, seconded and **RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 in order to discuss confidential and commercial information from a third party in relation to Personnel:

- a. Holidays – The Committee noted that quarterly letters confirming entitlement, when holiday must be taken by and amount left had been issued to ensure that all staff knew their position before the end of the holiday year (31/3).
- b. Sickness – The Committee received details of sickness absences for the third quarter period for its staff.
- c. Accidents – The Committee noted that no accidents had been reported in the third quarter period.
- d. New Employee – The Committee received details of a job description, person specification, draft contract and job application for a new office employee. It was proposed, seconded and **RESOLVED** that the Town Clerk would make the necessary changes to the document, for the application to go live.

At 10.18pm it was proposed, seconded and **RESOLVED** to move into open session.

**H27. Next Meeting**

It was noted that the date of the next scheduled Personnel Committee meeting was 15<sup>th</sup> April 2025.

The Meeting Closed at 10.18pm.

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:

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

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

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

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

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

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

## 1 ORGANISATION AND RESPONSIBILITIES

### 1.1 THE COUNCIL

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

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

The Committees will:

- review accident and “near miss incident” data;
- receive/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 time;
- identify training needs through the risk assessment and performance review processes;
- ensure that the Council’s Health and Safety Policy is available to all new and temporary employees and volunteers, and that health and safety awareness is included in the Council’s induction training;
- maintain corporate accident and near miss incident sheets;
- review accident and incident data to identify trends and any appropriate remedial action as necessary;
- review contents of first aid kits annually.

### 1.3 EMPLOYEES / COUNCILLORS (WHERE APPLICABLE)

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

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

### 1.4 CONTRACTORS

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

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

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

### 1.5 AGENCY STAFF AND VOLUNTEERS

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

A copy of this Policy will be given to all staff, 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

# Use of Council Email/Internet Policy and Procedure

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

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

### **Email**

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

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

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

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

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

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

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

### **Guidance for appropriate use**

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

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

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

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

### **Inappropriate use**

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

You are reminded that material that you find acceptable might be offensive to others. It is recommended that you take care and give sufficient thought to what you send. Messages can be misconstrued and should not become a substitute for "one to one" conversations. You should not send humorous material to anyone. It can frequently be misunderstood or cause offence.

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

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

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

### **Internet access**

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

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

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

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

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



# Louth Town Council

## GRIEVANCES & DISCIPLINE PROCEDURE

### **1 Informal Grievances**

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

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

### **2 Informal Discipline - Employee Conduct / Performance**

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

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

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

### **3 Mediation**

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

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

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

### **4 Formal Grievances**

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

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

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

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

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

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

## **5 Formal Discipline**

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

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

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

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

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

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

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

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

## **6 Gross Misconduct**

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

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

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

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

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

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

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

## **7 Appeal Procedure**

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

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

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

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

## Louth Town Council

# RECRUITMENT AND SELECTION POLICY

### 1. **Introduction**

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

### 2. **Advertisements**

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

### 3. **Application Form**

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

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

#### 4. **Selection Methods**

- 4.1 Interviews of short-listed applicants will be 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

# 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.