

**MINUTES OF THE LOUTH TOWN COUNCIL PERSONNEL COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 19TH JUNE 2018**

Present Councillor D.E. Wing (DEW), (in the chair).

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

Councillors not present: Mrs. S.E. Locking (SEL)

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

66. Apologies for Absence

Apologies for absence were received from Cllr. Mrs. SEL.

67. Declarations of Interest / Dispensations

There were no declarations of interest.

68. Minutes

Following a proposal by Cllr. Mrs. JMS, seconded by Cllr. Mrs. EB it was **RESOLVED** by vote of the Committee that the notes of the last meeting held on 22nd May 2018 be approved as the Minutes.

69. CiLCA

The Town Clerk circulated the 'Councillors Guide to CiLCA' and a sheet detailing the number of hours work that would be required to gain the qualification, see below:

Unit title	Credit value	Total Hours	Paid work	Writing	Training
Core Roles in Local Council Administration	3	30	21	6	3
Law & Procedure for Local Councils	5	50	35	10	5
Finance for Local Councils	5	50	35	10	5
Management for Local Councils	2	20	14	4	2
Community Engagement	5	50	35	10	5
Total	20	200	140	40	20

She also explained that the qualification could be used, if certain other qualifying criteria were met by the Council, to obtain the General Power of Competence and / or a Foundation / Quality / Quality Gold Award for the Council. Councillors agreed that once the qualification was gained it should be agreed what level of quality award the Council should strive towards.

70. Closed Session Item

Following a proposal by Cllr. Mrs. EB, seconded by Cllr. Mrs. JMS it was **RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to Personnel matters. Following a proposal by Cllr. Mrs. EB, seconded by Cllr. Mrs. JMS it was **RESOLVED** that another meeting of the Personnel Committee be called for 9.30am on Friday 29th June to discuss personnel matters.

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

The Meeting Closed at 8.50pm.

Signed _____ (Chairman) Dated _____