

**MINUTES OF THE LOUTH TOWN COUNCIL PERSONNEL COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 22nd OCTOBER 2019**

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

Councillors: Mrs. E. Ballard (EB), Mrs. S.E. Locking (SEL) and D. Wing (DEW).

Councillors not present: Mrs. S Crew (SC)

The Town Clerk, Mrs. L.M. Phillips, Town Clerk's Assistant, Mrs M. Vincent and Cllr. AL were also present

244. Apologies for Absence

Apologies for absence were received from Cllr. SC.

245. Declarations of Interest / Dispensations

Cllr. Mrs. JMS item 4 - daughter works in HR at ELDC (ref appraisal forms).

246. Minutes

It was **RESOLVED** that the notes of the Personnel Committee Meeting held on 8th October 2019 be approved as the Minutes.

247. Appraisals

It was **RESOLVED** that the template to be used for the appraisals would be those used by ELDC with some sections amended, and that all staff would be appraised using the same form. Further that Cllr. Mrs. EB would appraise the Town Clerk and then the Town Clerk would appraise all other staff.

248. Closed Session Item

It was **RESOLVED** to go into Closed Session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following item, information being of a confidential and sensitive nature in relation to personnel matters:

- a. **Salary Review**– The Council discussed this issue and noted the contents of one member of staff's contract. It was **RESOLVED** to implement two increases of 1 scale point for each member of staff, one payable first in December 2019 and the second payable first in April 2020 on the proviso that the Town Clerk check the legalities.

It was **RESOLVED** to come out of Closed Session.

249. Next Meeting

The Committee noted that the date of the next scheduled Personnel Committee meeting was 10th December 2019.

The Meeting Closed at 10.09pm.

Signed _____ (Chairman)

Dated _____