

**MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE  
HELD AT THE SESSIONS HOUSE, EASTGATE, LOUTH  
ON TUESDAY 28<sup>TH</sup> NOVEMBER 2017**

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

**Councillors:** E. Ballard JP (EB), G.E. Horton (GEH), F.W.P. Treanor (FWPT), D.E. Wing (DEW)

**Councillors not present:** All present

The Town Clerk, Mrs. L.J. Blankley and her Secretary was also present.

**382. Apologies for Absence**  
All members were present

**383. Chairman's Remarks**  
The Chairman had no remarks to make.

**384. Declarations of Interest / Dispensations**  
There were no declarations of interest.

**385. Minutes.**  
Following a proposal by Cllr GEH, seconded by Cllr EB the notes of the meeting held on 3<sup>rd</sup> November 2017 and then by a proposal by Cllr EB, seconded by Cllr GEH the notes of the meeting held on 7<sup>th</sup> November 2017 were resolved by vote of the Committee to be approved as the Minutes.

**386. Town Clerk's Report on Matters Outstanding**  
The Town Clerk reported that staff members Mrs Phillips and Mr Lyon had successfully completed their Emergency First Aid at Work course which will expire 13<sup>th</sup> September 2020. She also reported that Mrs Phillips would be attending a Data Protection Course on 29<sup>th</sup> November 2017 at Dunholme.

**387. Staff Issues**  
Following a proposal by Cllr JMS, seconded by Cllr EB it was resolved by vote of the Committee 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 the following matters: Staff Matters.

The following resolutions were approved by the Committee:

Report 1 Office staffing structure with amendments - to be recommended to Town Council 28<sup>th</sup> November 2017 (confidential report circulated in advance of meeting) proposed by Cllr EB, seconded by Cllr DEW.

Report 2 Proposed by Cllr JMS seconded by Cllr GEH it was resolved that the Town Clerk should receive an agreed payment for extra hours worked (covering vacant post) and for annual leave owed at time of leaving to be paid with December salary.

Report 3 Recruitment Process with amendments - to be recommended to Town Council 28<sup>th</sup> November 2017 (confidential report circulated in advance of meeting) proposed by Cllr JMS, seconded by Cllr EB.

Following a proposal by Cllr EB, seconded by Cllr JMS it was resolved by vote of the committee to return to open session.

**388. Next Meeting**  
The Committee noted the date of the next scheduled meeting is 30<sup>th</sup> January 2018 or as called by the Chairman

The Meeting Closed at 18.44hrs

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