

**MINUTES OF THE LOUTH TOWN COUNCIL PERSONNEL COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 11th FEBRUARY 2020**

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

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

Councillors not present: None

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

350. Apologies for Absence

None.

351. Declarations of Interest / Dispensations

None.

352. Minutes

It was **RESOLVED** that the notes of the Personnel Committee Meeting held on 10th December 2019 be approved as the Minutes.

353. Town Clerk's Remarks

The Town Clerk drew Councillors attention that the Mayor's Serjeant had been quite unwell and that he had approached her with regards the need to replace him at some point in the future. The Clerk also reported that she had booked herself onto a pensions course and would take the van to travel to the location.

354. Review of Council Documents

The Committee reviewed and **RESOLVED** to adopt the following Council documents:

- a. Drugs and Alcohol Policy and Procedure
- b. Lone Working Policy
- c. Use of Council Email/Internet Policy and Procedure
- d. Councillor/Employee Protocol
- e. Safeguarding Policy
- f. Health and Safety Policy

The following two policies were reviewed and adopted but Cllr. Mrs. JMS felt that further revisions might be in order and so it was agreed that she would look into the matter and bring back documentation for consideration.

- g. Sickness Absence Policy
- h. Recruitment and Selection Policy

The Meeting Closed at 9.02pm.

Signed _____ (Chairman)

Dated _____