

Louth Town Council

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

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Town Clerk: Mrs. L. Phillips



To the Members of the Personnel Committee of Louth Town Council:

You are hereby summoned to attend a meeting of Louth Town Council's Personnel Committee which will be held on Friday 29th June 2018 in The Old Court Room, The Sessions House, Eastgate, Louth at 9.30am. The business to be dealt with at the meeting is listed in the agenda below.

There will be no public forum.

Mrs. L.M. Phillips

Town Clerk

Dated this 21st Day of June 2018

AGENDA

PERSONNEL COMMITTEE

(Chairman: Councillor D.E. Wing)

1. Apologies for Absence

To receive and note apologies where valid reasons for absence have been given to the Town Clerk 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 19th June 2018.

4. Closed Session Item

Committee to resolve 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 staffing matters.

**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 _____