



## Sleaford Town Council

Dear Councillor,

I hereby give you notice that a meeting of **The Personnel Committee** will be held in **The Source, Southgate, Sleaford** on **Wednesday January 23<sup>rd</sup>, 2013 at 7:00pm**. All members of the Personnel Committee are summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

**The business to be dealt with at the meeting is listed in the agenda**

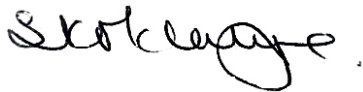
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### AGENDA

Welcome remarks by the Chairman.

1. **APOLOGIES** – to receive apologies for absence, with reasons to be given to the Clerk.
2. **DECLARATIONS OF INTEREST.** To receive declarations of pecuniary interest in accordance with the Localism Act 2011.
3. **MINUTES.** Clerk's Notes from the meeting held on November 30<sup>th</sup> 2012, to accept these as Minutes.
4. **CHAIRMAN's REPORT**, if any.
5. **CLERK's REPORT**
  - **Next meeting.** Next meeting of the Personnel Committee – Friday March 8<sup>th</sup> 10.00am at 4 Mill House.
6. **FINANCIAL REPORT.**
  - Financial report.
7. **DOG LAW ENFORCEMENT OFFICER.** Monthly report – to be noted as a employer/contractor point of view. Meeting between the Officer and Chairman being organised.

8. **ACTION AND PROGRESS LOG** - for decisions made by council. Action log from November 30<sup>th</sup> meeting attached, plus report.
9. **RESOLUTION TO MOVE INTO CLOSED SESSION.** To propose that “in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and the public be temporarily excluded and they are instructed to withdraw”.
10. **OFFICE STAFFING STRUCTURE** – Clerk’s update on the progress of the re-organisation.
11. **STAFFING ABSENCES. - Monthly update.** Update of any unusual issues.
12. **LONG TERM STAFF ILLNESSES:** Update on current situation.
13. **STAFF HANDBOOK** – Report attached – handbook issued to all staff – look at comments returned.



Mrs Shelagh McIntyre  
Clerk  
January 17<sup>th</sup>, 2013.