



Sleaford Town Council

Dear Councillor,

I hereby give you notice that a meeting of **The Personnel Committee** will be held in **4 Mill House, Carre Street, Sleaford on Friday March 8th, 2013 at 10:00am** 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.

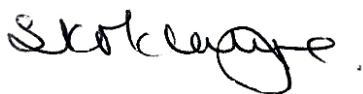
The business to be dealt with at the meeting is listed in the agenda

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 January 23rd 2013, to accept these as Minutes.
4. **CHAIRMAN'S REPORT**, if any.
5. **CLERK'S REPORT**
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.** Format approved by F and S meeting February 27th. Experienced Clerk was recruited to assist with this task and any outstanding research issues as necessary.

9. **STAFF AND COUNCILLOR TRAINING** – Update on current and booked training – report attached.
10. **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”.
11. **STAFFING ABSENCES. - Monthly update.** Update of any unusual issues.
12. **FROM STAFF HANDBOOK COMMENTS: PERIOD OF NOTICE/HOURS OF WORK/LIEU TIME/OVERTIME.** Report attached.
- Period of notice – clarify decision of Council.
 - Christmas Market – clarify position regarding Service Staff and Admin staff overtime/lieu time.
 - Hours of work – Lieu time or overtime for evening and weekend work.
 - Overtime plus lieu time on Bank Holidays.
13. **LONG TERM STAFF ILLNESSES:** Update as appropriate, report attached outlining staffing issues and those concerning cover for the Services Team.
14. **OFFICE STAFFING STRUCTURE.**
- R.F.O. report attached. Clerk and R.F.O. looked at identified training needs and have agreed a training plan to achieve the objectives.
 - Service Staff Contracts – update and review – report and revised draft documents attached.
15. **STAFFING ISSUES AND PROBLEMS – Chairman/Clerk.**



Mrs Shelagh McIntyre
Clerk
February 28th, 2013.