

Sleaford Town Council

Dear Councillor,

I hereby give you notice that a meeting of **The Personnel Committee** will be held at **The Source, Riverside, Sleaford** on **Wednesday August 14th, 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.

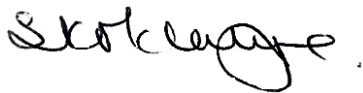
The business to be dealt with at the meeting is listed in the agenda

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 June 26th, 2013, to accept these as Minutes.
4. **CHAIRMAN's REPORT**, if any.
5. **CLERK's REPORT**
 - **Resignation** – Personnel Committee vacancy – decide (1) not to fill vacancy: (2) co-opt new Cllr or (3) have vacancy filled form next Full Council Meeting.
 - **COUNCILLOR TRAINING** – Progress on staging a Councillor/Chairman training event in Sleaford for all STC councillors and neighbouring parishes.
6. **FINANCIAL REPORT**.
 - Financial report.
 - National Salary Award 2013/14 – Rates of pay increased by 1% from 1st April 2013 – Personnel Committee to formally approve this.
7. **DOG LAW ENFORCEMENT OFFICER** – Latest report attached.
 - **From Services** – recommendation Clerk contacts the Company owner to discuss a performance related issue.

8. **ACTION LOG** – discuss and decide future format of Action Logs.
9. **H.R.COMPANY**
 - Staff Handbook – revised Handbook for approval by the Personnel Committee.
 - Separate Policies: flexible working time, lone working and redundancy – 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 REVIEW OF CURRENT WORKLOADS** – Cllr M Allan - Any updates?
12. **SERVICES STAFF APPRAISALS** – Issues raised and action plans enclosed.
13. **SERVICES SUPERVISOR** – Update on current situation.
14. **TEMPORARY SERVICE OPERATIVE** – Contract ends end of September – report attached.
15. **PERFORMANCE RELATED INCREASES** – Report from Clerk attached.
16. **STAFFING OF SATURDAY MARKETS** – report attached.
17. **TEMPORARY SERVICE STAFF** – Review temporary staff in light of Item 16 above.
18. **STAFFING ISSUES AND PROBLEMS, if any** – Clerk.



Mrs Shelagh McIntyre
Clerk
August 8th, 2013.