

## 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 21st, 2013 at 6:00pm**. 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**

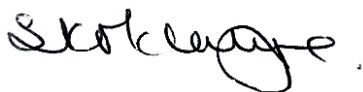
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### AGENDA

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 June 26<sup>th</sup>, 2013, to accept these as Minutes.
4. **CHAIRMAN'S REPORT**, if any.
5. **CLERK'S REPORT**, if any.
6. **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".
7. **ADVICE FROM PERSONNEL COMPANY** – Chairman – report, if any, of advice received.
8. **STAFFING REVIEW OF CURRENT WORKLOADS** – Cllr M Allan - Any updates?
9. **SERVICES STAFF APPRAISALS** – Issues raised and action plans enclosed.

10. **SERVICES SUPERVISOR** – Update on current situation.
11. **TEMPORARY SERVICE OPERATIVE** – Contract ends end of September – report attached.
12. **PERFORMANCE RELATED INCREASES** – Report from Clerk attached.
13. **STAFFING OF SATURDAY MARKETS** – report attached.
14. **STAFFING ISSUES AND PROBLEMS**, if any – **Clerk**.



Mrs Shelagh McIntyre  
Clerk  
August 15<sup>th</sup>, 2013.