



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 June 26th, 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 May 8th, 2013, to accept these as Minutes.
4. **CHAIRMAN's REPORT**, if any.
5. **CLERK's REPORT**
 - **Action Log** – enclosed – any questions before meeting please contact office. Report from log compiler about future maintenance and verbal report from Clerk.
 - **Report** - including update on outstanding actions.
6. **TERMS OF REFERENCE** – enclosed - including explanation of advice received resulting in some amendments.
7. **FINANCIAL REPORT**.
 - Financial report.
8. **COUNCILLOR TRAINING** –
 - Progress on staging a Councillor/Chairman training event in Sleaford for all STC councillors and neighbouring parishes.

9. **H.R.COMPANY –**

- Update on services offered and preliminary discussions that have taken place.
- Recommendations for policies to be included in the staff handbook.

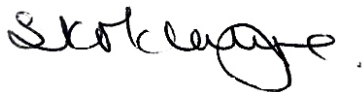
10. **RESOLUTION TO MOVE INTO CLOSED SESSION.** To propose that “in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and the public be temporarily excluded and they are instructed to withdraw”.

11. **REVIEW OF CURRENT WORKLOADS –** Cllr M Allan – e mail attached.

12. **OPERATIONS MANAGER –**

- Verbal update. Agree recommended course of action.
- Look at and approve enclosed documents for a Services Officer and recommendations – report attached.

13. **STAFFING ISSUES AND PROBLEMS, if any – Clerk.**



Mrs Shelagh McIntyre
Clerk
June 20th, 2013.