

**SLEAFORD TOWN COUNCIL  
MEETING OF THE PERSONNEL COMMITTEE**

Minutes of the Meeting of the **Personnel Committee**  
Held on 10<sup>th</sup> February 2016, at 7.00p.m. at The Town Hall, Quayside House,  
Navigation Yard, Sleaford

**PRESENT: Cllr J. Mathieson, Chairman.**

Cllr K Dolby (Vice-Chairman)	Cllr M Allan	Cllr P Coyne
Cllr M Graves	Cllr G Jackson	Cllr J Mathieson
Cllr D Suiter		

**In attendance:** Councillors B Allan, J Brealeycook, J Charlesworth, K Fernandes,  
P McCallum and A Snookes.

**Officer in attendance:** Assistant Clerk

**PER.1 CHAIRMAN'S REMARKS:**

001 The Chairman welcomed all to the meeting and requested that agenda item 5.2 is discussed with item 7. All agreed.

**PER.2 APOLOGIES FOR ABSENCE.**

002 There were no apologies.

**PER.3 DECLARATIONS OF INTEREST**

003 There were no declarations of pecuniary interests in accordance with the Localism Act 2011 nor any requests for dispensations in respect of DPIs.

**PER.4 MINUTES.**

004 **25<sup>th</sup> November 2015 - IT WAS RESOLVED** that the notes from the Personnel Committee held on 25<sup>th</sup> November 2015, are approved as Minutes of that Meeting. Vote – 6 for and 1 abstention. The Resolution was carried. The Chairman signed the Minutes.

**PER.5 CHAIRMAN & CLERK'S REPORTS**

005 5.1 To receive Councillor G Titmus resignation from Personnel Committee.

006 As advised by LALC, in the interests of best practice, it was agreed that the Council Chairman should not be a member of PC Committee.

007 It was further agreed that voting rights of ex-officio committee members would be reconsidered at the next Standing Orders review.

008 5.3 Office reception rota - Revised rota was noted.

009 5.4 Notification of a change to Annual Leave carried forward. These changes were noted

010 5.5 Personnel & General Purposes Committee Meeting dates.  
Personnel: 6<sup>th</sup> April 2016 & General Purposes: 13<sup>th</sup> April 2016 – The changes were noted.

**PER.6 FINANCIAL MANAGEMENT REPORT**

10<sup>th</sup> February 2016

Signed:

1 Date:

- 011 6.1 To Receive Latest Committee Report.
- 012 Projected 12 month salary costs and Staff Welfare budget were clarified.
- 013 **IT WAS RESOLVED** that a revised budget 2016/17 is prepared for the next Personnel Committee meeting. Vote – Unanimous. The Resolution was carried.
- PER.7**
- 014 **ADVICE FROM LALC and 5.2 Committee Terms of Reference**  
It was noted that pending agreement of the Remit of Leader (paper in circulation), Personnel Committee ToRs are as written.
- 015 LALC advise reducing the number of Personnel Committee members.
- 016 **IT WAS PROPOSED and seconded** that this item is moved into Closed Session. Vote – 3 for and 4 against. The Resolution failed and the meeting remained in open session.
- 017 The advice received was debated and points raised are as follows:-
- Non Committee Members are in attendance at most Committee Meetings – therefore, why not hold Full Council Meetings fortnightly?
  - The Chairman and Leader should not be present in Closed Session, if items that are discussed involve confidential staffing matters.
  - Composition of grievance and disciplinary panels.
  - LALC advice is not clear.
- 018 **IT WAS RESOLVED** that membership of the Personnel Committee remains at 7. Terms of Reference to be reviewed at the AGM in May. Vote – 5 for and 2 against. The Resolution was carried.
- 019 It was agreed to seek further advice from LALC regarding the Clerk's management panel and explanation on the operation of Council sub-committees.
- 020 Personnel ToRs will require updating, as necessary.
- 021 Training to be sought for members on personnel/employment legislation procedures.
- PER.8**
- 022 **APPOINTMENT OF CLERK**  
8.1 New Clerk appointment will be effective Wednesday 13<sup>th</sup> April 2016.
- 023 Satisfactory references received, read and approved by the Interview Panel.
- 024 8.2 Agenda Item - Management of the Clerk, covered under item 7.
- PER.9**
- 025 **RESOLUTION TO MOVE INTO CLOSED SESSION.**  
**IT WAS RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the follow matter(s). Vote – 6 for and 1 abstention. The Resolution was carried.
- 026 The Chairman advised the non committee members still present were welcome to stay and were asked to treat all business as highly confidential.

Non committee members were asked to leave before item 15, confidential Personnel matters.

**PER.10**

**WEEKLY PERSONNEL BRIEFINGS**

027 The Chairman outlined purpose and remit of the weekly (personnel) “briefing” meeting was discussed and thanked those who attended.

028 **It was agreed** to hold more frequent Personnel Committee Meetings. Times and date to suit all. Next Personnel Meeting to be held, Tuesday 1<sup>st</sup> March.

**PER.11 ACTION LOG**

029 The Chairman reported on actions listed.

**PER.12 ANNUAL LEAVE / LIEU/ ABSENCES**

030 Taking into consideration the confidential nature of the business discussed, the Chairman updated members on policy reviews, staff recruitment and accrued lieu hours.

031 Non-Committee Members left the meeting.

**PER.14 TRANSFORMATION EXERCISE**

032 Taking into consideration the confidential nature of the business discussed, **IT WAS RESOLVED** that a Staffing Structure review would be undertaken together with a list of immediate/intermediate/long-term deliverables. Vote – Unanimous. The Resolution was carried.

**PER.15 CONFIDENTIAL PERSONNEL MATTERS:-**

033 **15.1 Personal Pension matters:-**

15.1.1 Taking into consideration the confidential nature of the business discussed, **IT WAS RESOLVED** to make a payment of backdated wages. – Unanimous. The Resolution was carried.

034 **IT WAS RESOLVED** to extend the meeting for a further 15 Minutes. Vote – Unanimous. The Resolution was carried.

035 15.1.2 The Clerk’s report of meeting held with WYPF was noted.

036 **15.2 Union Fees** – Taking into consideration the confidential nature of the business discussed, **IT WAS UNANIMOUSLY RESOLVED** that an informal, minuted meeting be arranged by the Line Manager with a member of staff and report made to the Committee.

037 **15.3 Occupational Health reports** – Taking into consideration the confidential nature of the business discussed, **IT WAS UNANIMOUSLY RESOLVED** to seek professional advice.

044 **IT WAS UNANIMOUSLY RESOLVED** to extend the meeting for a further 10 minutes.

**PER.16 HR Consultancy 2016** – Following discussion regarding alternative providers and costs were discussed. It was agreed that further research would be undertaken.

There being no further business, the Chairman thanked all for attending and closed the meeting at 9:33pm.