

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

Minutes of the Meeting of the **Personnel Committee**  
Held on 10<sup>th</sup> July 2015, at 9.30a.m.  
At 3 Mill House, Carre Street, Sleaford

**PRESENT:** **Cllr J. Mathieson, Chairman.** G. Titmus  
Cllr G. Jackson Cllr P. Coyne  
Cllr D. Suiter. Cllr D. Dolby  
Cllr M. Allan

**In attendance:** Mrs S. Scholes, Clerk.

**PER.1 APOLOGIES FOR ABSENCE**

001 Apologies for absence had been received from Cllr M. Graves. The attendance register was signed.

**PER.2 DECLARATIONS OF INTEREST.** To receive declarations of pecuniary interests in accordance with the Localism Act 2011 and to receive declarations of personal interests.

002 There were no Declarations of Interest to record.

**PER.3 MINUTES.**

003 ***IT WAS RESOLVED THAT THE*** Notes of the Meetings held 17<sup>th</sup> June, 2015 be approved as Minutes. Vote: 5 For; 2 Abstentions. The Resolution was carried.

**PER.4 CHAIRMAN & CLERK'S REPORTS**

004 **4.1 LGPS Discretion Statement of Policy (Pensions)** remains outstanding. Cllr M. Allan, as a County Councillor and Chairman of Benches Committee declared an interest.

005 **4.2 Meeting Times and Accessibility.** It was confirmed that public Notice of Personnel Committee meetings is given, as per all other committees.

006 It was agreed that evening meetings would be convenient for the present committee; and time of meetings would revert to 7.00p.m.

007 It was agreed that all Council Members would ***be invited to*** attend the next scheduled Personnel Committee meeting (29<sup>th</sup> July, 7.00.m., The Source).

008 Confidential Personnel matters will be discussed in Closed Session, and Members' Code of Conduct will apply to all present.

ALL

**PER.5 RESOLUTION TO MOVE INTO CLOSED SESSION.**

009 ***IT WAS RESOLVED 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". Vote – Unanimous. The Resolution was carried.

**PER. 10**      **ANNUAL LEAVE/LIEU/ABSENCES – IF ANY**  
018            **10.1** Taking into consideration the confidential nature of the business discussed, it was confirmed that maximum two members of staff – services or administration – may take annual leave, or lieu time at any one time.

019            It was noted that lieu hours accrued had been reduced considerably.

**PER.6**            **ANNUAL LEAVE, LIEU and ABSENCES.**

010            The information was noted.

**PER.7**            **CONFIDENTIAL PERSONNEL MATTERS.**

011            **Ongoing Personnel Matter:** Taking into consideration the confidential nature of the business discussed, the Committee was updated and awaits further direction from its HR Advisors.

012            **Summer Vacation Administration Vacancy.** Advertising the vacancy via mediums outlined will be extended to 17<sup>th</sup> July, 2015.

013            **Other:** A Return to Work Interview has been carried out and a referral for an Occupational Health Report is to be made.

014            **Officer Recruitment:** Taking into consideration the confidential nature of the business, and the Committee Chairman's Report (8<sup>th</sup> July, 2015), **IT WAS RESOLVED THAT**

- Recommendation No. 1: 6 For, 1 Against: The Resolution was carried. The Clerk will seek further clarification,
- Recommendations No. 2 & 3. Vote: Unanimous. The Resolution was carried.

015            The Clerk and individual Committee Members were requested to carry out specific tasks relating to this issue, and to report in the first instance to the Personnel Committee.

016 <b>Date of next meeting: WEDNESDAY 29<sup>th</sup> JULY, 7.00p.m., THE SOURCE.</b>
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There being no further business the meeting closed at 10.30a.m.

Mrs. S.M. Scholes,  
13<sup>th</sup> July, 2015.