

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

Minutes of the Meeting of the **Personnel Committee**
held on 11th March, 2015, at 2.30p.m.
At 3 Mill House, Carre Street, Sleaford

PRESENT: Councillor Mrs. J Titmus (Chairman)
Cllr K Dolby (Vice Chairman) Cllr M. Graves
Cllr G Titmus

In attendance: Mrs S. Scholes, Acting Clerk & Proper Officer.

The Chairman welcomed Members.

PER.1 APOLOGIES.

001 Apologies, with reasons were given and accepted from Cllrs J. Mathieson and C. Darch.

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 none.

PER.3 MINUTES.

003 **IT WAS RESOLVED THAT THE** Notes of the Meetings held 21st January, 2015 be approved as Minutes. Vote: Unanimous. The Resolution was carried.

PER.4 CHAIRMAN’S REPORT

004 None for this meeting.

PER.5 CLERK’S REPORT

005 5.1 Volunteer Litter Pick – The Clerk’s report was noted; if the event takes place, volunteers will work under the Council’s Volunteers’ Policy.

PER.6. FINANCIAL REPORT

006 The Financial Budget Comparison (28.02.15) was noted: a small surplus against budget is estimated for year end.

007 Agency Fees (Income) relate to Dog Warden contribution (NKDC) . Notice of NKDC contribution 2015 – 16 is to be requested.

PER. 7 PENSION FUND

008 7.1 It was noted that requirement to prepare a “LGPS2014 Discretions – Statement of Policy” by 30th June 2014 is overdue. R.F.O. to be requested to contact present Pension Administrators for a model/template statement for adapting.

009 7.2 It was noted that West Yorkshire Pension Fund are appointed Administrators as of 1st April, 2015.

010 7.3 Pension Contribution Table 2015/16 was noted.

PER.8. RESOLUTION TO MOVE INTO CLOSED SESSION.

011 **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
Signed: 1 Date:

the public be temporarily excluded and they are instructed to withdraw". Vote – Unanimous. The Resolution was carried.

PER. 9 ANNUAL LEAVE

016 9.1 Approved Annual Leave requests to March 2015 were noted.

017 The request for a three-week period of annual leave was confirmed as adequate and it was noted that another application had been declined to accommodate the three-week request.

018 9.2 Accrued Lieu Time. Statement of Lieu Time as at 1st March, 2015 was circulated. It was noted that action has been taken to reduce the lieu hours before end of current financial year. It was further noted that new weekend working arrangements will eliminate the previous requirement for lieu hours.

PER.10 DOG WARDEN

019 Cllr Titmus and Acting Clerk had met with NKDC Environment Warden. An action plan is being prepared in conjunction new legislation "Anti-social Behaviour, Public Space Protection Orders". It is suggested that STC can assist NKDC in implementing the new legislation. Further meetings are to be held and will be reported to, in the first instance, Personnel Committee.

020 It was requested that a personal letter of thanks be sent to the Dog Warden for her work on behalf of the Town Council.

PER. 11 STAFF CONTRACTS.

020 It is understood that although staff have been issued with a Handbook, contacts of employment require to be brought up to date.

021 Cllr Mathieson has volunteered to assist Acting Clerk in review of all staff contracts. A report will be brought back to, in the first instance, Personnel Committee.

022 **IT WAS RESOLVED THAT** the contract of the temporary weekend operative be extended for a further three months, and then reviewed. Vote: Unanimous. The Resolution was carried.

There being no further business the meeting closed at 3.55p.m.

Mrs. S.M. Scholes,
23rd March, 2015.