

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

Minutes of the Meeting of the **Personnel Committee**
held on 11th November 2015, at 6.00p.m. at The Source, Southgate, Sleaford.

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

In attendance: Councillors P. McCallum, B. Allan, J. Brealeycook.
 Assistant Clerk. Press: 0, Public: 0.

PER.1 CHAIRMAN'S REMARKS:

001 The Chairman welcomed all to the meeting.

PER.2 APOLOGIES FOR ABSENCE.

002 There were none.

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 RESOLUTION TO MOVE INTO CLOSED SESSION.

004 ***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.

005 The Chairman invited non-committee member Councillors to remain in attendance and reminded all of the need for confidentiality regarding the business to be transacted.

PER.5 TO DISCUSS QUOTATIONS RECEIVED AND TO PROPOSE THAT THE CLERK IS INSTRUCTED TO APPOINT AN AGENCY FOR THE RECRUITMENT OF THE SENIOR OFFICER.

006 ***IT WAS RESOLVED*** that the Clerk is instructed to appoint the approved Recruitment Agency. Vote – Unanimous. The Resolution was carried.

007 ***IT WAS RESOLVED*** to appoint an interview panel of up to seven members: Panel to comprise Chairmen of all Standing Committees, viz Councillors G Titmus, M Suffield, D Suiter, J Mathieson, G Jackson, M Graves. Cllr P Coyne will also be a member, standing down should a Leader be elected in the near future. Vote – Unanimous. The Resolution was carried.

008 ***IT WAS RESOLVED*** to appoint a recruitment panel. Comprising minimum three and maximum of four. Councillors P Coyne, D Suiter, G Titmus and J Mathieson, volunteered to be members. Vote – Unanimous. The Resolution was carried.

009 **IT WAS RESOLVED** that the interview panel has delegated powers to appoint a Senior Officer. The appointment will then go to the next Full Council meeting for ratification. Vote – Unanimous. The Resolution was carried.

010 Councillors J Mathieson and P Coyne were thanked for their efforts to date in the recruitment process.

PER.6 ANNUAL LEAVE REQUEST 2016.

011 It was noted to allow this annual leave request. Additional requests relating to annual leave management were referred to the Clerk for action.

012 **IT WAS RESOLVED WITHOUT NOTICE** to employ additional administration staff for up to forty hours (total) to cover the Christmas Market workload. Vote – Unanimous. The Resolution was carried.

There being no further business the Chairman thanked all for attending and their contributions and closed the meeting at 7:04p.m.

MW/Jm
13.11.15