

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

Minutes of the Meeting of the **Personnel Committee**
Held on 17th June, at 2.30p.m.
At 3 Mill House, Carre Street, Sleaford

PRESENT: Cllr G. Titmus
Cllr G. Jackson
Cllr D. Suiter.

Cllr J. Mathieson.
Cllr P. Coyne

In attendance: Mrs S. Scholes, Clerk.

PER.1 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN.

- 001 Cllr G. Titmus opened the meeting.
- 002 Cllr G. Titmus proposed and Cllr P.Coyne seconded the proposal that Cllr J. Mathieson be elected Chairman of the Personnel Committee.
- 003 In the absence of any further nominations, Cllr Mathieson was unanimously elected and took the Chair.
- 004 Cllr J. Mathieson proposed, and Cllr D. Suiter seconded the proposal that Cllr K. Dolby be re-elected, in absentia, as Vice-Chairman of the Personnel Committee.
- 005 It was noted that Cllr Dolby had confirmed his willingness to stand, and in the absence of any further nominations was unanimously elected as Vice-Chairman of the Committee.

PER.2 CO-OPTION OF A COMMITTEE MEMBER.

- 006 Former Councillor and Chairman of the Personnel Committee Mrs. Judith Titmus was thanked by members and officers for the work she had done in relation to an ongoing HR matter.
- 007 ***IT WAS RESOLVED THAT*** Mrs. J. Titmus be Co-opted to the Personnel Committee for the purpose of continuity in regard to the HR matter. Vote: For: 4, Abstentions: 1. The Resolution was carried.

PER.3 APOLOGIES FOR ABSENCE

- 008 Apologies for absence had been received from Cllrs K. Dolby, M. Graves and M. Allan. The attendance register was signed.

PER.4. DECLARATIONS OF INTEREST. To receive declarations of pecuniary interests in accordance with the Localism Act 2011 and to receive declarations of personal interests.

- 009 Cllr D. Suiter declared a potential pecuniary interest in Agenda Item 11.2.2. This was noted.

PER.5 MINUTES.

- 010 ***IT WAS RESOLVED THAT THE*** Notes of the Meetings held 29th April, 2015 be approved as Minutes. Vote: 3 For; 2 Abstentions. The Resolution was carried.

PER.6 CHAIRMAN'S REPORT

- 011 None for this meeting.

- PER.7**
012 **CLERK'S REPORT**
8.1 "**Business Transformation**" – The Clerk gave a verbal update and reported that initial work will focus on the Council's administration services.
- PER.8**
013 **FINANCIAL REPORT**
The Financial Budget Comparison (11.06.15) was noted, together with the advisability of reviewing the Personnel Budget in the near future.
- 014 It was noted that Budget Line 20050/1 "CRB" should be renamed "DBS" (Disclosure and Barring) Service.
- PER. 8A**
015 **PENSION FUND**
The numbering error on the agenda was noted and **IT WAS UNANIMOUSLY RESOLVED THAT** discussion on this item be moved to Closed Session. The Resolution was carried.
- PER.9**
016 **RESOLUTION TO MOVE INTO CLOSED SESSION.**
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. 8A**
017 **PENSION FUND.**
The Clerk was requested to have outstanding pension issues resolved by a given date.
- PER. 10**
018 **ANNUAL LEAVE/LIEU/ABSENCES – IF ANY**
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.
- 020 Taking into consideration the confidential nature of the business discussed, absence through illness of a staff member was noted and action agreed.
- PER.11**
021 **PERSONNEL MATTERS.**
11.1 Taking into consideration the confidential nature of the business discussed, the Clerk and Project Lead contracts were discussed and action agreed.
- 022 **11.2** Outstanding Holiday Payment 2009 – 2010. Taking into consideration the confidential nature of the business discussed; IT **WAS UNANIMOUSLY RESOLVED THAT** it was agreed that a recommendation is made to Full Council that the amount outstanding be paid. The Resolution was carried.
- 023 11.2.1. Taking into consideration the confidential nature of the businesses, discussed, the Committee was updated with information from its professional advisors.
- 024 Taking into consideration the confidential nature of the business, **IT WAS UNANIMOUSLY RESOLVED THAT** travel and out of pocket expenses would

be reimbursed to Members in relation to an outstanding Personnel matter.
The Resolution was carried.

024 Revised Market Rent collection arrangements were noted.

025 **IT WAS UNANIMOUSLY RESOLVED THAT** the recommendations of the Clerk's report (12th June, 2015, Nos 1 & 2 be accepted). The Resolution was carried. The Clerk to report back to Personnel Committee in the first instance with progress made

DATE OF NEXT MEETING

026 It was suggested that FRIDAY MORNINGS could be a convenient time for committee members to meet and fit in with work and other commitments.

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| 027 | Date of next meeting agreed for FRIDAY 10th JULY, 2015, 9.30a.m., Mill House offices. |
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There being no further business the meeting closed at 4.50p.m.

Mrs. S.M. Scholes,
25th June, 2015.