

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

Minutes of the Meeting of the **Personnel Committee**
Held on Tuesday 1st March, 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 Graves

Cllr M Allan
Cllr G Jackson

Cllr P Coyne
Cllr D Suiter

In attendance: Councillors P McCallum and A Brand.

Officer in attendance: Assistant Clerk

PER.1 CHAIRMAN'S REMARKS:

001 The Chairman welcomed all to the meeting.

PER.2 APOLOGIES FOR ABSENCE.

002 There were no apologies.

PER.3 DECLARATIONS OF INTEREST. To receive declarations of pecuniary interests in accordance with the Localism Act 2011 and to consider any requests for dispensations in respect of DPs.

003 Councillors D Suiter, G Jackson and K Dolby declared non pecuniary interests in Agenda 11.

PER.4 MINUTES.

004 None for this meeting.

PER.5 CHAIRMAN & CLERK'S REPORTS

005 It was noted that the weekend Services Operative (temporary) begins employment on 5th March, 2016 and aspects of his Job Description were discussed.

PER.6 FINANCIAL MANAGEMENT REPORT.

006 None for this meeting.

PER.7 RESOLUTION TO MOVE INTO CLOSED SESSION.

007 **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 – Unanimous. The Resolution was carried.

008 Non committee members present were welcome to stay and requested to respect the confidential nature of the business to be transacted.

PER.8 ACTION LOG

009 Outstanding actions were discussed.

1st March 2016

Signed:

1 Date:

010 Taking into consideration the Confidential nature of the business under discussion, **IT WAS RESOLVED** that Cllrs GT, KD, MG, DS, MA, together with Mrs J. Titmus, if available, will meet to prepare a public document based on a recently concluded personnel matter and that the document would use the report prepared by Cllr G. Titmus as its basis for discussion. Vote – Unanimous. The Resolution was carried. Cllr GT to be requested to convene the meeting.

011 Taking into consideration the Confidential nature of the business discussed, the Chairman distributed LALC Guidance requested by the Committee in September 2015 regarding Officer management procedure..

012 **IT WAS RESOLVED** to appoint a formal Management Committee to Line Manage the Clerk; the Committee to comprise Chair of Full Council, Deputy Chair of FC and Council Leader and to report to Full Council; that Terms of Reference will be required and this Resolution would be reviewed after six months; that the Resolution would be taken to Full Council for ratification on 16th March, 2016. Vote – Unanimous. The Resolution was carried.

PER.9 ANNUAL LEAVE / LIEU /ABSENCES.

013 None for this meeting.

PER.10 CONFIDENTIAL PERSONNEL MATTERS:-

014 10.1 Taking into consideration the Confidential nature of the business discussed, it was noted that the Clerk had to date held an informal meeting with a member of staff regarding an issue brought to the Committee's attention.

015 The Clerk's report with confirmation of actions to be taken were noted and further Personnel Committee actions agreed.

016 Taking into consideration the Confidential nature of the business under discussion, the current and a draft revised Job Descriptions relating to the R.F.O. were circulated.

017 Following discussion, **IT WAS RESOLVED** to seek HR advice regarding Remuneration and to obtain their clarification within a specific time. Vote – Unanimous. The Resolution was carried.

018 **IT WAS FURTHER RESOLVED** to request the ProjectLead to research a Job Description, in liaison with HR advisors, that fits the revised responsibility level of the present RFO. Vote – Unanimous. The Resolution was carried.

019 It was noted that the Council's current HR Advisors be consulted on these matters and that Full Council ratification would be obtained.

PER.11 HR CONSULTANCY 2016

020 11.1 To receive information from the Chairman and HR Specialist and agree appointment for a body of work.

- 021 The Chairman confirmed that four quotations have been received, together with a quotation for an interim HR facility.
- 022 **IT WAS RESOLVED** to recommend that Full Council appoint one of the four consultants (Business Services Proposal dated January 2016) as STC's HR Consultants, as from 1st April 2016. Vote - Unanimous. The Resolution was carried.
- 023 The appointed HR Consultant to be asked for assistance with regard to the engagement of the Clerk/RFO to the Council, working within the known time scale.
- 024 Dependant on the Resolution above - Pay up on existing contract with the current HR Advisors 1st April 2016.
- 025 At 9:00pm, **IT WAS RESOLVED** to extend the meeting for a further 10 minutes. Vote – Unanimous. The Resolution was carried.
- 026 The attending Officer left the meeting.
- 027 Members continued their discussion in private.

There being no further business, the Chairman thanked all for attending and closed the meeting at 9:15pm.

MW/sms/jm
07.03.16