

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

Minutes of the Meeting of the **Personnel Committee**  
held on 21st January, 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                              Cllr J. Mathieson  
Cllr C. Darch.

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

The Chairman welcomed Members.

**PER.1      APOLOGIES.**

001      No apologies were received.

**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 19<sup>th</sup> November, 2014 be approved as Minutes. Vote: Unanimous. The Resolution was carried.

004      ***IT WAS FURTHER RESOLVED THAT*** Notes of Personnel Committee Meetings would be distributed to Committee members once typed, and not held until subsequent Agenda is sent out. Vote: Unanimous; the Resolution was carried.

**PER.4      CHAIRMAN'S REPORT**

005      None for this meeting.

**PER.5      CLERK'S REPORT**

006      The Clerk read a thank you letter from a member of staff.

007      Monthly Staff Meetings: Regular office staff meetings have now been set up. A local Funeral Director attended recent Services' Staff meeting.

**PER.6.      FINANCIAL REPORT**

008      The Financial Budget Comparison (23.01.15) was noted. The R.F.O. was requested to prepare financial report runs to previous month end to enable the committee to make year on year comparisons.

009      It was noted that there is underspend on Staff Training which will be utilised in 2015, and that some savings have been made as a result of deploying existing staff skills.

Signed:

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Date:

- PER. 7**  
010 **BULLYING AND HARASSMENT POLICY v1, Parts I & II**  
The Draft policy was reviewed and Part I (Staff and Councillors) considered comprehensive. "Definitions" (page 1) to include views expressed through social media.
- 011 ***IT WAS RESOLVED THAT*** the Draft policy document is referred to Full Council for adoption. Vote: Unanimous. The Resolution was carried.
- PER8**  
012 **LGA PENSION SCHEME**  
It was noted that West Yorkshire Pension Fund are appointed Administrators as of 1<sup>st</sup> April, 2015. R.F.O. and Acting Clerk have attended briefings.
- PER9**  
013 **NATIONAL PAY AWARDS 2014 – 2016**  
The Report of the Project Lead (03.12.14) was noted.
- PER.10.**  
014 **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. 11**  
015 **ANNUAL LEAVE**  
A request for a three-week period of annual leave was approved.
- 016 Staff Annual Leave Record 2014 – 2015 was noted.
- 017 The Committee reiterated that no more than two members of staff (Services or Administration) should be absent on Annual Leave at any Time. The Acting Clerk was requested to implement this practice.
- PER. 12**  
018 **ADMIN STAFF DAILY LOGS.**  
Analysis has not yet been done; carry forward.
- PER13**  
019 **TRAINING ISSUES FROM STAFF APPRAISALS.**  
Cllr Mathieson was thanked for her review of Training Issues and report. Requests and recommendations will be discussed with staff members individually.
- PER 14**  
020 **ACTING CLERK & PROPER OFFICER**  
***IT WAS RESOLVED TO*** extend the Acting Clerk's Contract to provide continuity during the Council elections period.
- 021 ***IT WAS FURTHER RESOLVED*** that the Acting Clerk be appointed "Clerk to the Council". Vote: unanimous. The Resolutions were carried.
- PER 15**  
021 **PROJECT LEAD.**  
***IT WAS RESOLVED TO*** extend the Project Lead's contract to provide continuity during the Council elections period. Vote: unanimous. The Resolution was carried.
- PER 16**  
022 **TEMPORARY ADMIN. ASSISTANT**  
***IT WAS RESOLVED THAT*** the Admin. Assistant role be made a permanent position with immediate effect.

**PER17**      **DOG WARDEN**  
023      In view of the cost of the service, together with the reduction in grant support from NKDC, **IT WAS RESOLVED THAT** the Dog Warden Contract is not renewed after expiry (March 2015); and that alternative arrangements are made. Vote: Unanimous, the Resolution was carried.

**PER 18**      **MARKET SUPERVISOR POSITION**  
024      No discussion, carry forward to next meeting.

**PER 19**      **SERVICES SUPERVIOR TRANSPORT**  
025      No discussion, Agenda Item withdrawn.

**PER 20**      **STAFFING ISSUES AND STAFF ABSENCES.**  
026      The Committee, having taken into account confidential information of a personal nature, **RESOLVED THAT** advice and guidance received from the Council's HR Advisors be heeded and actioned. Vote: Unanimous. The Resolution was carried.

027      The Committee considered a preliminary report "Identifying the Service Needs of the Council and Utilising Staff to fulfil these Needs". **IT WAS RESOLVED THAT** the Acting Clerk and Services Supervisor would progress the three specific issues addressed in the Report with reference to the Committee.

There being no further business the meeting closed at 4.40p.m.

Mrs. S.M. Scholes,  
11<sup>th</sup> February, 2015.