

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

Minutes of the Meeting of the **Personnel Committee**
Held on 25th November 2015, at 7.00p.m. at The Source, Southgate, Sleaford.

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

In attendance: Assistant Clerk
Cllrs P. McCallum and J. Brearleycook.
Press: 0, Public: 0.

PER.1 CHAIRMAN'S REMARKS:

001 The Chairman welcomed all to the meeting. Non-Committee Members are invited to sit in attendance at the meetings. Confidential Personnel matters will be discussed in Closed Session, and Members' Code of Conduct will apply to all present.

PER.2 APOLOGIES FOR ABSENCE.

002 Apologies with reasons, had been received from Councillors G Titmus and G Jackson. These were accepted and the Attendance Register was completed.

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 MINUTES.

004 **30th September 2015 – IT WAS RESOLVED** that the notes from the Personnel Committee held on 30th September 2015, with one minor amendment, are approved as Minutes of that Meeting. Vote – Unanimous. The Resolution was carried. The Chairman signed the Minutes.

005 **28th October 2015 – IT WAS RESOLVED** that the notes from the Personnel Committee held on 28th October 2015, with one minor amendment, are approved as Minutes of that Meeting. Vote – 4 for and 2 abstentions. The Resolution was carried. The Chairman signed the Minutes.

006 **11th November 2015 - IT WAS RESOLVED** that the notes from the Personnel Committee held on 11th November 2015, with one minor amendment, are approved as Minutes of that Meeting. Vote – Unanimous. The Resolution was carried. The Chairman signed the Minutes.

007 It was requested the current Action Log is updated and circulated to members of the Personnel Committee.

008 It was request that the Action Log is a standard item on the agenda.

PER.5 CHAIRMAN & CLERK'S REPORTS

009 **5.1 Tribunal – Remedy Judgement Received.** This was noted.

010 It was agreed that the the Remedy Judgement would be analysed and actions and recommendations taken to a future Full Council Meeting.

- 011 **5.2 HR Consultancy 2016.** Two quotations have been received and a further one awaited.
- 012 Questions regarding the level of Services offered by the HR Consultancies were answered.
- 013 **IT WAS RESOLVED** to inform the present HR Advisors that the Council's contract will not be renewed from 2016.and obtain ratification by Full Council at its next meeting. Vote – Unanimous. The Resolution was carried.
- PER.6**
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.
- 015 Non Committee Members remained in the meeting.
- PER.7**
FINANCE
- 016 There was no finance report for this quarter.
- 017 It was reported that the shortfall of administration services for the Christmas market, is to be paid at the same rate as the honorarium paid to a volunteer.
- PER.8**
ANNUAL LEAVE / LIEU / ABSENCES
- 018 Recorded leave, lieu and absences were circulated.
- 019 There was a discussion over the amount of Annual Leave and Bank Holiday entitlement.
- 020 Recent OH reports were requested to be forwarded to the next Personnel Committee.
- 021 Recent reasons for sick leave were discussed.
- 022 The Chairman confirmed Return to Work Interviews are carried out after all sickness related absences.
- 023 HR administration was requested to (a) show Self-Certificated and Sick Note absences.(b) record all absences on the Payroll Software, (c) advise Services Staff that lieu hours should be to be taken, as soon as possible.
- PER.9**
024 **FILMING OF STAFF AT COUNCIL MEETING.**
The Chairman explained the advice received from LALC.
- PER.10**
CONFIDENTIAL PERSONNEL MATTERS
- 025 The Chairman gave a progress report on Recruitment of the Senior Officer, with estimated time scales.
- 026 It was requested to strive to obtain references prior to interviews and that satisfactory references are required prior to appointment.

PER.11 To review Employment Terms and conditions for staff members.

025 Taking into consideration the confidential nature of the business discussed, **IT WAS RESOLVED** to increase a member of staff's Pay Grade, backdated to June 2015, Vote – 4 for and 2 abstentions.

026 At 9pm **IT WAS RESOLVED** to extend the meeting for 15 minutes. Vote – Unanimous. The Resolution was carried.

027 Taking into consideration the confidential nature of the business discussed, **IT WAS RESOLVED** to provide admin support to a member of staff, within current resources, of up to one hour per day. Vote – Unanimous. The Resolution was carried.

028 Taking into consideration the confidential nature The Administration Assistant's Appraisal form was circulated.

029 It was requested the a staffing review is carried out when once the new Clerk is in place and that actions from the Transformation exercise be brought to the next Committee meeting.

There being no further business the Chairman thanked all for attending and their contributions and closed the meeting at 9.22p.m.

MW/jm/sms
27th November, 2015.