

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

Minutes of the Meeting of the **Personnel Committee**
held on 29th April, at 2.30p.m.
At 3 Mill House, Carre Street, Sleaford

PRESENT: **Councillor Mrs. J Titmus (Chairman)** Cllr M. Graves
Cllr G Titmus Cllr J. Mathieson.

In attendance: Mrs S. Scholes, Clerk.

The Chairman welcomed Members.

PER.1 APOLOGIES.

001 Apologies, with reasons were given and accepted from Cllrs C. Darch and K. Dolby.

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 11th March, 2015 be approved as Minutes. Vote: Unanimous. The Resolution was carried.

PER.4 CHAIRMAN'S REPORT

004 None for this meeting.

PER.5 CLERK'S REPORT

005 **5.1 "Business Transformation"** – NKDC Strategy and Information Team. The need for efficiencies and cost savings in local government is acknowledged. The Clerk's Report was noted, together with the need to be aware of changes in working methods, effective councillor involvement and a Council strategy. ***IT WAS UNANIMOUSLY RESOLVED TO*** approve the Report Recommendations; that the Clerk would obtain further costings and engage with Unions from an early stage. The Resolution was carried.

006 Clerk to keep Personnel Committee informed as to progress of the project and initial budget would facilitate three days' work with NKDC.

007 **5.2 Seasonal Working Arrangements.**

IT WAS UNANIMOUSLY RESOLVED THAT the Committee will recommend to Full Council that a Temporary member of Services staff's contract is renewed.

PER.6. FINANCIAL REPORT

008 The Financial Budget Comparison (31.03.15) was noted

009 It is Minuted that the actual amount spent is very close to the budgeted sum; that agency income has been reduced; there have been extraordinary costs

29th April, 2015

Signed:

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Date:

during the year; that a national Pay Award was implemented during the year (2.2%); pension contribution costs have increased.

PER. 7 PENSION FUND

010 7.1 The “LGPS2014 Discretions – Statement of Policy” is still outstanding. This information is required for new councillors, and the R.F.O. is requested to complete this work by end of week commencing 4th May, 2015.

PER.8. RESOLUTION TO MOVE INTO CLOSED SESSION.

011 ***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. 9 ANNUAL LEAVE, LIEU, ABSENCES – IF ANY

012 9.1 Taking into consideration the confidential nature of the business discussed, extension of an agreed period of annual leave was discussed. Clerk to act on Council’s instructions.

013 9.2 Accrued Lieu Time. Statement of Lieu Time as at 31st March, 2015 was circulated. Weekday closure of toilets, cemetery gates will be covered by roster of services staff and will accrue lieu time.

PER.10 STAFF CONTRACTS

014 Two meetings have been held to review all contracts in conjunction with Staff Handbook; paperwork is being rationalised. The work is ongoing and it is suggested that a Personnel Committee member attend Services’ staff meetings.

PER.11 STAFFING ISSUES

015 11.1 Taking into consideration the confidential nature of the business discussed, the Clerk was requested to pass on the Committee’s instructions to its professional advisors.

016 11.2 Outstanding Holiday Payment 2009 – 2010. Taking into consideration the confidential nature of the business the 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.

PER.12 PERSONNEL MATTERS TO CARRY FORWARD

017 The Clerk was requested to prepare a list of matters for consideration and action by the next Personnel Committee.

There being no further business the meeting closed at 4.50p.m.

Mrs. S.M. Scholes,
14th April, 2015.