

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

Minutes of the Meeting of the **Personnel Committee**
Held on 30th September 2015, at 7.00p.m. at The Source, Southgate,
Sleaford.

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

In attendance: Mrs S. Scholes, Clerk, Cllrs A. Snookes , P. McCallum, B. Allan,
J. Brearleycook, J. Charlesworth & M. Suffield (7.15p.m.).
Press: 0, Public: 0.

PER.1 CHAIRMAN'S REMARKS:

01 The Chairman welcomed all to the meeting. For inclusivity and making information accessible to all councillors, 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.

002 The Chairman wished to record thanks to former Cllr Mrs. Judith Titmus for her assistance on an ongoing personnel matter. The issue is now concluded and Mrs. Titus has stood down as a Committee Member. A letter of thanks has been sent for her efforts and support.

PER.2 APOLOGIES FOR ABSENCE.

003 There were none.

PER.3 DECLARATIONS OF INTEREST

004 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.

005 ***IT WAS RESOLVED THAT THE*** Notes of the Meetings held 29th July, 2015 be approved as Minutes. Vote: 5 For; 2 Abstentions. The Resolution was carried.

PER.5 CHAIRMAN & CLERK'S REPORTS

005 There was no report.

PER.6 RESOLUTION TO MOVE INTO CLOSED SESSION.

006 ***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.

007 The Chairman invited non-committee member Councillors to remain in attendance and reminded all of the need for confidentiality regarding the business to be transacted.

PER.7

FINANCE.

008

The Three-year financial budget was noted, together with the recommendation that all committees look to making cost savings. The budget may require review when new senior staffing arrangements have been made.

009

The Committee was reminded that the current budget is fully utilised: options available are to increase the Precept, divert monies from other committees or increase the Personnel budget.

PER8

ANNUAL LEAVE/LIEU/ABSENCES – IF ANY

010

Staffing arrangements to end of 2015 were reported and noted.

011

IT WAS UNANIMOUSLY RESOLVED THAT personnel policies including management of lieu time, annual leave are reviewed. The Resolution was carried.

PER.9

CONFIDENTIAL PERSONNEL MATTERS.

011

9.1 To appoint a Consultant to provide one-off HR Advice. Taking into consideration the confidential nature of the business, and following discussion, **IT WAS UNANIMOUSLY RESOLVED THAT** a sum be transferred from General Reserves to the Personnel Budget to obtain local HR advice regarding specific staff issues and that the Personnel Chairman will liaise with the consultants regarding the Council's requirements

012

9.2 To note current National Pay Awards 2014 – 2016. It was requested that confirmation of Council compliance on this be obtained by the consultant and reported back Committee.

013

IT WAS UNANIMOUSLY RESOLVED THAT any underpayments found to be owed would be paid, as advised.

014

9.3 To review Employment T&Cs for a staff member and seek professional advice. Taking into consideration the confidential nature of the business under consideration, **IT WAS UNANIMOUSLY RESOLVED THAT** the Personnel Chairman conduct a Job Appraisal with reference to the existing Job Description; that advice and support be requested from the HR Advisor (see 9.1), and that recommendations be brought back to this committee. The Resolution was carried.

015

9.4 To Renew a Temporary Staff Member's Contract. IT WAS UNANIMOUSLY RESOLVED THAT the Contract be renewed for a further six months, and that advice be sought on related matters from the HR Advisor (see 9.1) The Resolution was carried.

016

9.5 To Approve adjustments of holiday pay due to a member of Staff. IT WAS UNANIMOUSLY RESOLVED that the sum due be paid. The Resolution was carried.

017

9.6 To receive recommendation for staff accommodation in new premises and move-in date. Accommodation of office staff on ground floor was agreed and noted that maximising the building for community use is essential. It is hoped that staff will move into the premises end October/early November 2015.

018 **IT WAS UNANIMOUSLY RESOLVED TO** extend the meeting by 30 minutes.

019 **9.7 To approve appointment of Consultants' proposal & Costs**
Summary. Taking into consideration the confidential nature of the business discussed, and the report previously submitted to Members It was noted that the brief under discussion could be regarded as "Special Circumstances" (Financial Regulations 11(c)).

020 **IT WAS RESOLVED THAT** in order to eliminate any doubt of compliance with the Council's Financial Regulations, the Council will strive to obtain two additional quotations; that savings may be possible within the existing quotation; that this work carried out without undue delay and that sums for fees and advertising are agreed; that authorisation for expenditure by Full Council will be obtained.

021 A Recorded Vote was requested: For the Resolution: Cllrs M. Graves, M. Allan, J. Mathieson, K. Dolby, G. Titmus, D. Suiter, G. Jackson. Against the Resolution: nil. Absentions: Cllr P. Coyne. **The Resolution was carried.**

PER10 PENSION MATTERS.

022 **Notification of Pension Contribution Statement – Noted.**

There being no further business the Chairman thanked all for attending and their contributions and closed the meeting at 9.30p.m.

Mrs. S.M. Scholes,
19th October, 2015.