

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

Minutes of the Meeting of the **Personnel Committee**
Held on Wednesday 6th April 2016, at 7.00p.m. at The Town Hall, Quayside
House, Navigation Yard, Sleaford

PRESENT: Cllr J. Mathieson, Chairman.

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|------------------------------|--------------|------------------------|
| Cllr K Dolby (Vice-Chairman) | Cllr P Coyne | Cllr D Suiter |
| Cllr G Jackson | Cllr M Allan | Cllr M Graves (7:25pm) |

In attendance: Councillors P McCallum and B Allan and A Snookes.

Officer in attendance: The Proper Officer and Assistant Clerk.

PER.1 CHAIRMAN'S REMARKS:

001 The Chairman welcomed all to the meeting and handed out confidential documentation relating to Closed Session Items. All were reminded that items to be discussed are highly confidential.

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 DPLs.

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

PER.4 MINUTES.

004 **10th February 2016 – IT WAS RESOLVED THAT** the notes from the Personnel Committee meeting held on 10th February 2016, be approved as Minutes of that meeting. Vote – Unanimous. The Resolution was carried. The Chairman signed the Minutes.

005 **1st March 2016 – IT WAS RESOLVED THAT** the notes from the Personnel Committee meeting held on 1st March 2016, be approved as Minutes of that meeting. Vote – Unanimous. The Resolution was carried. The Chairman signed the Minutes.

PER.5 CHAIRMAN & CLERK'S REPORTS

006 There was nothing to report.

PER.6 FINANCIAL MANAGEMENT REPORT.

007 The Proper Officer clarified several questions that were raised. The report was then noted.

PER.7 RESOLUTION TO MOVE INTO CLOSED SESSION.

008 **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.

009 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

010 Updates and clarification was given to individual actions.

011 Management Committee of the Clerk, comprises of the Deputy Chairman, Leader and Chairman of Finance & Strategy.

012 Meeting to be arranged with the Clerk/RFO within the first two weeks of their starting date. (Start date 13th April 2016.)

013 The Action Log was noted.

PER.9 ANNUAL LEAVE / LIEU/ ABSENCES.

014 9.1 Operative sick note received for a further 6 weeks.

015 All absences were noted.

PER.10 HR CONSULTANCY 2016

016 10.1 The Service Level Agreement was circulated and the Chairman apologised for the lateness of the report.

017 It was agreed that any comments regarding the agreement be forwarded to the Chairman, no later than Monday 11th April 2016.

PER.11 PAYROLL SERVICES AND PENSIONS

018 11.1 Quotation for payroll and pension services were discussed.

019 At this point, non Committee Members and the Assistant Clerk were asked to leave the meeting. Notes taken by the Proper Officer.

PER.12 CONFIDENTIAL PERSONNEL MATTERS (Personnel Committee only):-

020 12.1 To note a back dated payment for a member of staff.

021 The Committee, having taken into account confidential information of a personal nature, **RESOLVED THAT** not to support a request and the staff member is informed. Vote - 4 for and 3 abstentions. The Resolution was carried and the Clerk is to write to the staff member.

022 12.2 To discuss the transition of the post of RFO.

023 The Committee, having taken into account confidential information of a personal nature, **RESOLVED THAT** that an extension be given to allow the Proper Officer to meet with the HR advisor, the staff member and report back to the Committee. Vote – Unanimous.

PER.13

PERSONNEL BUDGET 2016/2017

024 13.1 To receive details of the Personnel Budget for 2016/207.

025 The Committee, having taken into account confidential information of a personal nature, **RESOLVED THAT** the Clerk be instructed to review that budget at the end of May and report back to the Committee. Vote - Unanimous

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

MW/km
11.03.16