

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

Minutes of the Meeting of the **Personnel Committee**
Held on 29th July 2015, at 7.00p.m. at The Source, Southgate, Sleaford.

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

In attendance: Mrs S. Scholes, Clerk, Cllrs J. Brealeycook, A. Snookes, H. Lorimer, P. McCallum. Apologies for non-attendance received from Cllrs K. Fernandes, M. Suffield, S. Clegg and B. Allan.

PER.1 CHAIRMAN'S REMARKS:

01 The Chairman welcomed all to the meeting. For inclusivity and making information accessible to all councillors, a new policy has been introduced whereby 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 Committee Apologies for absence were received from Cllrs K. Dolby and M. Allan and Mrs. J. Titmus.

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 ***IT WAS UNANIMOUSLY RESOLVED THAT THE*** Notes of the Meetings held 10th July, 2015 be approved as Minutes. The Resolution was carried.

PER.5 CHAIRMAN & CLERK'S REPORTS

005 **5.1 Office for National Statistics** survey letter was noted.

PER.6 FINANCE – Financial Report 29th July, 2015.

006 The RFO was asked to make mention of any outstanding HMRC etc payments due on future reports.

007 The report was noted.

PER.7 RESOLUTION TO MOVE INTO CLOSED SESSION.

008 ***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.

009 The Chairman reminded all members of the need for confidentiality regarding the business to be transacted.

PER. 8 ANNUAL LEAVE/LIEU/ABSENCES – IF ANY

010 The reports were noted.

PER.9 CONFIDENTIAL PERSONNEL MATTERS.

- 011 9.1 Former Employee Tribunal Matter. Taking into consideration the confidential nature of the business discussed, the Committee was updated and noted future arrangements.
- 012 Members of the Personnel Committee and Council Officers were thanked for their efforts and support in regard to this matter.
- 013 9.2 Recruitment of Senior Officer(s). Taking into consideration the confidential nature of the business discussed, draft (v1) briefing documents should be returned to the Chairman.
- 014 9.3 Employment of Temporary Office Admin. Staff Member. Taking into consideration the confidential nature of the business discussed, the arrangements for employment of a temporary member of staff were noted.
- 015 9.4 Staff Health Management Matters. The Confidential report on a member of staff was noted..

PER10 PENSION MATTERS.

- 016 10.1 Pensions Discretionary Policy Statement – Draft (v1) **IT WAS UNANIMOUSLY RESOLVED THAT** the Statutory requirements of the Local Government Scheme be accepted and referred to Full Council for approval, via Finance and Strategy.
- 017 It was requested that projected pension costs to the Council for three and five years be requested from the Pension Managers for information.
- 018 The Clerk and other officers Members were requested to carry out specific tasks relating to this issue, and to report in the first instance to the Personnel Committee.

019	Date of next meeting: WEDNESDAY 30th SEPTEMBER, 7.00p.m., THE SOURCE.
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There being no further business the Chairman thanked all for attending and their contributions and closed the meeting at 8.30p.m.

Mrs. S.M. Scholes,
11th August, 2015.