

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

Minutes of the Meeting of the **Personnel Committee**  
held on 19<sup>th</sup> November 2014, at 2.30p.m.  
At 3 Mill House, Carre Street, Sleaford

**PRESENT: Councillor Mrs. J Titmus (Chairman)**

Cllr K Dolby (Vice Chairman)      Cllr M. Graves  
Cllr G Titmus                              Cllr J. Mathieson

**In attendance:** Mrs S. Scholes, Acting Clerk & Proper Officer.

The Chairman welcomed Members.

**PER.1      APOLOGIES.** Apologies were received and accepted from Cllr C. Darch.

**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. There were none.

**PER.3      MINUTES.** **IT WAS RESOLVED THAT THE** Notes of the Meetings held 1<sup>st</sup> and 29<sup>th</sup> October 2014 be approved as Minutes. Vote: Unanimous. The Resolution was carried.

**PER.4      CHAIRMAN'S REPORT** - None for this meeting.

**PER.5      CLERK'S REPORT**

**5.1      Services' Staff Monthly Meetings** have been set up, together with an "Incident Reporting" system to improve communications with Services Staff and to help the office keep Councillors informed.

**5.2      Existing contracts for all staff are to be reviewed in conjunction with the Staff Handbook.**

**6.      FINANCIAL REPORT**

**6.1      The Financial Budget Comparison 23.10.14 was noted; projected costs are in line with budgets.**

**6.2      Reduction in NKDC contribution towards litter picking is both a Personnel and Services issue. Further clarification regarding schedules and frequencies to be sought at forthcoming NKDC Operations meeting. It was noted that litter picking is an important Council function and service staff are to be commended for their efforts.**

**7.      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.

Signed:

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Date:

- PER. 8 REVIEW & AGREE THE PERSONNEL BUDGET 2015/16..**
- 8.1 By invitation of the Chairman, the Project Lead joined the meeting.
- 8.2 The Project Lead was requested to carry out further work on the budget in preparation for the Finance & Strategy Committee Meeting 26<sup>th</sup> November.
- 8.3 The Project Lead was thanked for his work to date and left the meeting.
- PER. 9 SERVICES SUPERVISOR**
- 9.1 ***IT WAS RESOLVED THAT*** Cllr G. Titmus and the Acting Clerk conduct the end of Probationary Period interview with the Services Supervisor. Vote: Unanimous; the Resolution was carried.
- PER.10 PUBLICATION OF PERSONNEL COMMITTEE MINUTES.**
- IT WAS RESOLVED THAT*** after taking into account the confidential nature of some of the business of the Personnel Committee, Minutes of the Committee's meetings would be published, after approval. Vote: Unanimous. The Resolution was carried.
- PER.11 ANNUAL LEAVE**
- 11.1 Schedule of Annual Leave was noted.
- PER.12 TEMPORARY ADMIN. ASSISTANT.**
- It was noted that the position is included in the Council's budget until end of current Financial Year.
- PER.13 ADMIN STAFF DAILY LOGS.**
- Staff were thanked for completing daily logs; Cllr J Mathieson offered to review the information gathered and report back to the Committee.
- PER.14 ACTING CLERK & PROPER OFFICER**
- It was noted that the Officer's current contract expires on 31<sup>st</sup> March, 2015.
- PER.15 STAFF APPRAISALS**
- 15.1 It was noted that the Appraisals are working documents; that agreed actions would be monitored by committee members during the course of the year. Cllr J. Mathieson to be the lead Councillor on this project.
- 15.2 Admin. systems and procedures relating to all staff are under review, including a requirement for all admin. staff to read all Minutes and note action to be taken.
- PER.16 HR COMPANY CONTACT**
- IT WAS RESOLVED THAT*** The Chairman and Vice Chairman of the Council, Chairman of the Personnel Committee, be authorised to liaise with the Council's HR Advisors direct. Vote: Unanimous. The Resolution was carried.
- PER.17 STAFFING MATTERS**
- 17.1 **Resignation of Mrs. S. McIntyre, Clerk to the Council.**  
The Chairman advised that the resignation of Mrs. McIntyre had been received, effective 7<sup>th</sup> November, 2014. The Committee having taken into

account confidential information of a personal nature, unanimously **RESOLVED** to take further advice from its professional advisors, before reporting to Full Council.

**IT WAS FURTHER RESOLVED** to pay a sum of £150, to the former Clerk for her personal property not found at the Office. Vote – Unanimous. The Resolution was carried.

There being no further business the meeting closed at 4.35p.m.

Mrs. S.M. Scholes,  
3<sup>rd</sup> December, 2014.