



Sleaford Town Council

Dear Councillor,

I hereby give you notice that a meeting of **The Personnel Committee** will be held at **The Source, Riverside, Sleaford** on **Wednesday October 2nd, 2013 at 7:00pm**. All members of the Personnel Committee are summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

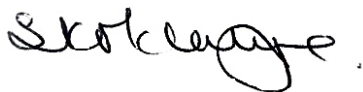
The business to be dealt with at the meeting is listed in the agenda

AGENDA

Welcome remarks by the Chairman.

1. **APOLOGIES** – to receive apologies for absence, with reasons to be given to the Clerk.
2. **DECLARATIONS OF INTEREST**. To receive declarations of pecuniary interest in accordance with the Localism Act 2011.
3. **MINUTES**. Clerk's Notes from the meeting held June 26th, August 14th and August 21st 2013, to accept these as Minutes.
4. **CHAIRMAN's REPORT**, if any.
5. **CLERK's REPORT**, if any.
 - **Action Log** – alternative format from Cllr DVC
 - **Action Log** – External clerk has ended her temporary contract.
6. **FINANCIAL REPORT**. If any points of clarification are needed, please contact the office before the meeting.
 - Financial report.
7. **DOG LAW ENFORCEMENT OFFICER** – Latest report attached
From Services
 - Response from Company re the Officer's recent witnessing of an offence.
 - Possible extension to hours to cover Greylees and other areas.

8. **RESOLUTION TO MOVE INTO CLOSED SESSION.** To propose 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”.
9. **ADVICE FROM PERSONNEL COMPANY** – Chairman – report, if any, of advice received.
10. **NEW STAFF HANDBOOK** – To receive advice from our HR Advisors.
 - To discuss the ‘Shortage of Work’ guidelines. Report attached.
 - Recommendations from our HR Advisors (Deductions from Pay Agreement). Report enclosed
 - Once the new Staff Handbook is adopted, new contracts, induction checklist, training agreement, and an introduction/explanation letter be submitted to staff.
11. **STAFF ILLNESSESS** – Update on current situation.
12. **EMPLOYEE TERMS OF EMPLOYMENT** – clarification particularly regarding hours of employment; 5/7 day working, lieu time and overtime payments.
13. **CHAIRMAN’S REPORT OF AUGUST 14TH** – Clarification required on some points.
14. **STAFFING ISSUES AND PROBLEMS** – Clerk - including update on grievance(s).



Mrs Shelagh McIntyre
Clerk
Sept 26th, 2013.