



## Sleaford Town Council

Dear Councillor,

I hereby give you notice that a meeting of **The Personnel Committee** will be held at **3 Mill House, Carre Street, Sleaford** on **Wednesday 29<sup>th</sup> April 2015 at 2:30pm**. 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**

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### AGENDA

### NOTES

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 interests in accordance with the Localism Act 2011 and to receive declarations of personal interest.
3. **MINUTES**. Notes of the Personnel Committee Meetings held on 11<sup>th</sup> March 2015, to be approved as Minutes.
4. **CHAIRMAN's REPORT**, if any.
5. **CLERK's REPORT**
  - 5.1 **BUSINESS TRANSFORMATION"** – NKDC Strategy & information Support – report of preliminary meeting.
  - 5.2 **SEASONAL WORKING ARRANGEMENTS**
6. **FINANCIAL REPORT**
  - 6.1 To Receive Latest Committee Report, attached.
7. **PENSION FUND**.
  - 7.1 LGPS 2014 Discretions Statement of Policy – Overdue. From PC 11<sup>th</sup> March - R.F.O. requested to contact Pension Administrators for a template statement.

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. **ANNUAL LEAVE / LIEU/ ABSENCES – IF ANY**
  - 9.1 Notification of staff annual leave and requests.
  - 9.2 Accrued Lieu hours for noting.
  - 9.3 Notification of staff absences and sickness.
  
10. **STAFF CONTRACTS AND HANDBOOK–**  
Review of Staff Contacts – update Cllr J. Matthieson, Clerk.
  
11. **STAFFING ISSUES**, if any.
  - 11.1 Former employee – update if any
  - 11.2 Outstanding Holiday Payment 2009 - 2010.
  - 11.3 Market Rent Collection arrangements.
  - 11.4 Pension arrangements – staff leavers
  
12. **PERSONNEL MATTERS TO CARRY FORWARD**  
Report & Recommendations – Clerk.



Mrs S Scholes  
Clerk to Sleaford Town Council

23<sup>rd</sup> April 2015