



Sleaford Town Council

To: All Members of Sleaford Town Council Personnel Committee,

You are hereby summoned to attend the next meeting of the **Personnel Committee** to be held at **The Town Hall, Quayside House, Navigation Yard, Sleaford, Lincs, NG34 7TW** on **WEDNESDAY, 6th APRIL 2016 AT 7:00pm**

“Any member of the press or public desirous of filming or audio recording this public meeting is requested to notify the Council’s Proper Officer, giving 24 hours’ notice to enable reasonable facilities to be made available to accommodate their requirements.”

Mrs. S.M. Scholes, Clerk,
31st March, 2016

AGENDA

1. **CHAIRMAN’S REMARKS.**
2. **APOLOGIES FOR ABSENCE** and reasons given.
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 DPIs.
4. **MINUTES.** Notes of the Personnel Committee Meetings, to be approved as Minutes. (attached.)
 - 4.1 10th February 2016
 - 4.2 1st March 2016
5. **CHAIRMAN & CLERK’S REPORTS**
6. **FINANCIAL MANAGEMENT REPORT**
 - 6.1 To receive the latest Committee report (attached)
7. **RESOLUTION TO MOVE INTO CLOSED SESSION.** “To resolve 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):”
8. **ACTION LOG** – To receive current Action Log and note items listed (attached)
9. **ANNUAL LEAVE / LIEU/ ABSENCES.**
 - 9.1 To receive updates – for noting only (attached)
10. **HR CONSULTANCY 2016**
 - 10.1 To discuss the Service Level Agreement.

NOTES

11. **PAYROLL SERVICES AND PENSIONS**

11.1 To receive and discuss a quotation for these services.

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

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

12.2 To discuss the transition of the post of RFO.

13. **PERSONNEL BUDGET 2016/2017**

13.1 To receive details of the Personnel Budget for 2016/2017.