



Sleaford Town Council

Dear Councillor,

I hereby give you notice that a meeting of The Personnel Committee will be held at **32 Carre St, Sleaford** on **Friday 7 February 2014 at 5:00pm**. 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

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 Disclosable Pecuniary or Personal Interests.
3. **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”.
4. **Resolve to hire a temporary assistant in the office, 10 to 21 hours per week as necessary.**
5. **Until a new Services Supervisor appointment is made, a Senior Operative is nominated as the point of contact between the Assistant Clerk and the Services staff.**
6. **To resolve to advertise the post of temporary Services Supervisor.**
7. **To advertise the post of Operative for Services.**
8. **To advertise the post of temporary Administrative Assistant.**
9. **Item for discussion – to look at Council’s policy regarding harassment.**

Mrs M Waddingham
Assistant Clerk
February 3rd 2014