



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 10th February 2016 at 7:00p.m.**

“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,
4th February, 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 Meeting, to be approved as Minutes. **Attached**
- 4.1 25th November 2015.
5. **CHAIRMAN & CLERK’S REPORTS**
- 5.1 To receive Councillor G Titmus resignation from Personnel Committee – verbal report from Chairman.
- 5.2 Committee Terms of Reference – Note: Pending the remit of the leader being agreed, Personnel ToR are as written. **(Attached)**
- 5.3 Office reception rota - To receive revised rota and note amendments. **(Attached)**
- 5.4 Notification of a change to Annual Leave carried forward – letter **attached** for noting.
- 5.5 Personnel & General Purposes Committee Meeting dates – to note change of dates: Personnel to be held 6th April 2016 & General Purposes 13th April 2016.

NOTES

6 **FINANCIAL MANAGEMENT REPORT**

6.1 To Receive Latest Committee Report, **attached**.

7 **ADVICE FROM LALC** - (**attached**) To resolve to reduce number on Personnel Committee to maximum of 5 members.

8. **APPOINTMENT OF CLERK**

8.1 To receive a verbal report from Chairman.

8.2 To discuss Management of the Clerk.

9. **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):"

10. **WEEKLY PERSONNEL BRIEFINGS** – To discuss the purpose and remit of the weekly (personnel) "briefing" meeting and what decisions have been made at these meetings – Cllr M Allan.

11. **ACTION LOG** – To receive current Action Log and note items listed. (**Attached**)

12 **ANNUAL LEAVE / LIEU/ ABSENCES**

12.1 To receive updates – for noting. (**Attached**.)

12.2 Temporary weekend operative – Avoidance of lieu hours in future – verbal report from Chairman

13.3 Services Supervisor is encouraging operatives to take accrued hours – for noting only.

14. **TRANSFORMATION EXERCISE** - For noting only and carry forward for progression by new Clerk. (**Attached**)

15. **CONFIDENTIAL PERSONNEL MATTERS:-**

15.1 **Personal Pension matters:-**

15.1.1 Backdated pay to comply with employment law. (**Attached**)

15.1.2 Clerk's report from meeting held 21st January 2016 with WYPF – for noting only. (**Attached**)

15.2 **Union Fees** – report from Chairman (**Attached**).

15.3 **Occupational Health reports** – To note reports. (**Attached**)

16. **HR Consultancy 2016** – progress report from Chairman.