



## 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 January 22<sup>nd</sup> 2014 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**

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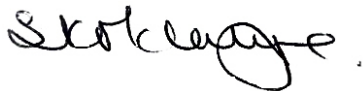
### AGENDA

### 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 Disclosable Pecuniary or Personal Interests.
3. **MINUTES**. Clerk's Notes from the meeting held on November 20<sup>th</sup> 2014 and December 11<sup>th</sup> 2014, to accept these as Minutes.
4. **CHAIRMAN's REPORT**, if any.
5. **CLERK's REPORT**, if any.
  - **Action Log** – enclosed – any questions before meeting, please contact office. Discuss possible alternative
  - **Time Sheets** – Office Staff – copy of NHTC time sheet attached.
  - **Weekly diary of Office appointments** – e-mail to Council Chairman and Personnel Committee Chairman.
  - **Current Admin Forms** – annual leave, lieu time accrued and lieu (enclosed.)
6. **FINANCIAL REPORT**. If any points of clarification are needed, please contact the office before the meeting.
  - Financial report.
7. **NEW STAFF HANDBOOK** – Consultation complete – Report attached.

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. **STAFF ILLNESSES** – Update on current situation.
10. **CONFIDENTIAL MINUTES** – To discuss and agree how confidential minutes are kept.
11. **TEMPORARY STAFF CONTRACTS**
  - Mr R Oliver, Temp Services Operative – Temp contract ends 28 February 2014
  - Miss L Vokes, Admin Officer – Contract ends 31<sup>st</sup> March 2014
12. **CLERK’S ISSUES:**
  - **Panel appointed August 21<sup>st</sup>** – Agree Terms of Reference.
  - **Clerk’s staff appraisal** – Resolution from November 20<sup>th</sup>.  
Appraisal not yet taken place
13. **SERVICES SUPERVISOR** – To discuss Services’ Supervisor Temporary contract.
14. **STAFFING ISSUES AND PROBLEMS**



Mrs Shelagh McIntyre  
Clerk  
January 16<sup>th</sup> 2014.