



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 21st January 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

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 19th November 2014, to be approved as Minutes.
4. **CHAIRMAN’S REPORT**, if any.
5. **CLERK’S REPORT**, if any.
 - 5.1 Monthly Staff Meetings – Services and Office Staff, verbal update.
6. **FINANCIAL REPORT** – if any points of clarification are needed, please contact the office before the meeting.
 - 6.1 To Receive Latest Committee Report, attached
7. **BULLYING & HARASSMENT POLICY (draft version 1)** – To discuss and adopt, if appropriate.
 - 7.1 Part I – Staff and Members of Council.
 - 7.2 Part II – Member of the Public.

8. **L.G.A PENSION FUND** – To note new administrators ‘West Yorkshire Pension Fund’ receipt of user agreement.
9. **NATIONAL PAY AWARDS 2014-2016** – report attached for noting only.
10. **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”.
11. **ANNUAL LEAVE**
 - 11.1 Request for 3 week Annual Leave – October to November 2015.
 - 11.2 Notification of staff annual leave, enclosed for information only.
12. **ADMIN STAFF’S DAILY LOGS** – Cllr J Mathieson report.
13. **TRAINING ISSUES FROM STAFF APPRISALS** – Cllr J Mathieson report.
14. **ACTING CLERK/PROPER OFFICER** – Contract review.
15. **PROJECT LEAD** – Contract review.
16. **TEMPORARY ADMIN ASSISTANT** – To discuss a permanent position.
17. **DOG WARDEN** – Expiry of Contract.
18. **MARKET SUPERVISOR POSITION.**
19. **SERVICES SUPERVISOR** – Transport/use of vehicle.
20. **STAFFING ISSUES AND STAFF ABSENCES.**



Mrs S Scholes
Acting Clerk & Proper Officer
Sleaford Town Council

15th January 2015