



## 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 17<sup>th</sup> June, 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

Mrs S Scholes  
Clerk to Sleaford Town Council  
11<sup>th</sup> June, 2015

### AGENDA

1. **TO ELECT A CHAIRMAN & VICE-CHAIRMAN OF THE PERSONNEL COMMITTEE.**
2. **TO CO-OPT A COMMITTEE MEMBER**  
To Resolve to Co-opt a Member of the Public for the duration of an ongoing Personnel Matter as resolved by Full Council (10.06.15).
3. **APOLOGIES** – to receive apologies for absence, with reasons to be given to the Clerk.
4. **DECLARATIONS OF INTEREST.** To receive declarations of pecuniary interests in accordance with the Localism Act 2011 and to receive declarations of personal interest.
5. **MINUTES.** Notes of the Personnel Committee Meetings held on 29<sup>th</sup> April, 2015 to be approved as Minutes. Previously circulated, further copy attached.
6. **CHAIRMAN'S REPORT** – none for this meeting.
7. **CLERK'S REPORT**
  - 7.1 **BUSINESS TRANSFORMATION & IMPROVEMENT** (NKDC Facilitator Report to follow).
8. **FINANCIAL REPORT**
  - 8.1 To Receive Latest Committee Report, attached.

**8. PENSION FUND.**

8.1 LGPS 2014 Discretions Statement of Policy – Overdue.

8.2 Pension arrangements – staff leavers.

**9. 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”.

**10. ANNUAL LEAVE / LIEU/ ABSENCES – IF ANY**

10.1 Notification of staff annual leave and requests. – Email Exchange (10.06.15)

10.2 Accrued Lieu hours for noting.

10.3 Notification of staff absences and sickness.

**11. PERSONNEL MATTERS –**

11.1 Clerk and Project Lead Contracts - Report & Recommendations to follow.

11.2 Ongoing Personnel MatterL

11.2.1 Professional advisor update, if any.

11.2.2 Clerk’s memo 01.06.15 (copy attached)

11.3 Market Cash Collection Arrangements.

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