



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 11th March 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 21st January 2015, to be approved as Minutes.
4. **CHAIRMAN's REPORT**, if any.
5. **CLERK's REPORT**
 - 5.1 Volunteer Litter Pick –report attached, for noting.
6. **FINANCIAL REPORT**
 - 6.1 To Receive Latest Committee Report, attached
7. **PENSION FUND**.
 - 7.1 LGPS 2014 Discretions Statement of Policy – Overdue.
 - 7.2 1st April 2015 change of administration to West Yorkshire Pension Fund (WYPPF) – for noting only.
 - 7.3 Contribution Table 2015/16 – for information only

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. **ANNUAL LEAVE / LIEU**
 - 9.1 Notification of staff annual leave and requests.
 - 9.2 Accrued Lieu and new Services Staffing arrangements for discussion.

10. **DOG WARDEN –** Report meeting with NKDC.

11. **STAFF CONTRACTS.**
 - 11.1 Request for members of the Personnel Committee to assist in the review of staff contracts in conjunction with staff handbook.

12. **STAFFING ISSUES**, if any.



Mrs S Scholes
Acting Clerk & Proper Officer
Sleaford Town Council

5th March 2015