



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 7th May 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

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**. To resolve to discuss outstanding Personnel Notes under Agenda Item 12.
4. **CHAIRMAN's REPORT**, if any.
5. **CLERK's REPORT**, if any.
 - **Time Sheets** - no further progress.
 - **Weekly diary of Office appointments** – update, if any.
6. **FINANCIAL REPORT**. If any points of clarification are needed, please contact the office before the meeting.
 - Financial report.
7. **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”.

8. **STAFF ILLNESSES** – Record update.
9. **ANNUAL LEAVE**
 - Notification of staff annual leave.
 - Request 17 days annual leave – from 23rd October to 14th November 2014.
10. **STAFF TRAINING REQUESTS** - Monument Repair course – 2 Services staff – Verbal report Cllr G Titmus.
11. **TEMPORARY STAFF CONTRACT** - To recommend extension of Temporary contract.
12. **MINUTES.**
 - Clerk's Notes from the meetings held on 22nd January, 7th February, 5th March, 19th March and 23rd April, 2014. **For information only.**
 - To discuss Confidential Resolutions – NALC statutory framework enclosed.
13. **STAFF APPRAISALS** – To implement Annual Appraisals.
14. **TERMS OF REFERENCE** – Personnel Committee, Model Document from LALC (Draft v1) for discussion.
15. **STAFFING ISSUES AND PROBLEMS**, update if any.

Mrs M Waddingham
Assistant Clerk
1st May 2014