



Sleaford Town Council

To: All Members of Sleaford Town Council Personnel Committee,
You are hereby summonsed to attend the next meeting of **The Personnel Committee** will be held at **The Source, Southgate, Sleaford** on **WEDNESDAY 30th SEPTEMBER, 2015** at **7.00p.m.**

Please note: Non-Personnel Committee Members are invited by the Committee Chairman to attend this meeting.

Mrs S Scholes
Clerk to Sleaford Town Council
23rd September, 2015

AGENDA

1. **CHAIRMAN'S REMARKS.**
2. **APOLOGIES FOR ABSENCE** and reasons given.
3. **DECLARATIONS OF INTEREST.** To receive declarations of pecuniary interests in accordance with the Localism Act 2011 and to consider any requests for dispensations in respect of DPIs.
4. **MINUTES.** Notes of the Personnel Committee Meetings held on 29th July, 2015 to be approved as Minutes. Attached
5. **CHAIRMAN & CLERKS' REPORTS, if any.**
6. **RESOLUTION TO MOVE INTO CLOSED SESSION.** To Resolve whether to exclude the public and press for consideration of the following confidential staffing and legal matters. Should this resolution be passed, members of the public and press will be required to leave the meeting.
7. **FINANCE**
 - 7.1 To Receive Three Year Personnel Budget Report – Attachments (2)
8. **ANNUAL LEAVE / LIEU/ ABSENCES – For Noting.**
 - 8.1 Interim Staffing Arrangements to December 2015.
9. **CONFIDENTIAL PERSONNEL MATTERS –**
 - 9.1 To approve a Consultant to provide one-Off HR Advice – Confidential Report Attached.
 - 9.2 To Note current National Pay Scale Awards 2014 – 16 and refer for professional advice.

- 9.3 To Review Employment Terms and Conditions for a Staff Member and seek professional advice. – Confidential Report Attached.
- 9.4 To Renew Temporary Operative's Contract
- 9.5 To approve adjustments of Holiday Pay due to a Member of Staff – Statement attached.
- 9.6 Recommendations for Staff Accommodation in New Premises and Move In Date.
- Sketch Plan Attached.
- 9.7 Approve Appointment of Consultants Proposal & Costs Summary attached

10. **PENSION MATTERS**

- 10.1 Notification of Pension Contribution Statements – For noting.

JM/sms
23.09.15