# 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 November 20th, 2013 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**

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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 any declarations of interest.

3. **MINUTES**. Clerk's Notes from the meeting held June 26th, August 14th, August 21st, October 2nd and October 28th 2013 to accept these as Minutes.

4. **CHAIRMAN's REPORT**, if any.

5. **CLERK's REPORT,** if any.
   - **Action Log –** enclosed – any questions before meeting, please contact office.
   - **Time Sheets –** new format information only.

6. **FINANCIAL REPORT.** If any points of clarification are needed, please contact the office before the meeting.
   - Financial report.
   - Budget 2014/2015 – discuss/approve committee budget.

7. **DOG LAW ENFORCEMENT OFFICER –** Latest report attached
   - Greylees and other areas contract extended to cover these areas.

8. **NEW STAFF HANDBOOK –** Consultation in progress.

NOTES

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. **DOG LAW ENFORCEMENT AGENCY**:
    - Consider small increase – report attached.

11. **SERVICES SUPERVISOR** – Review progress and Job Description.

12. **STAFF ILLNESSES –** Update on current situation.

13. **CLERK'S ISSUES:**
    - **Panel appointed August 21st –** Agree Terms of Reference.
    - **Clerk's staff appraisal –** Chairman's recommendation for 2 councillors to undertake this.

14. **ADVICE FROM PERSONNEL COMPANY** – Chairman – report, if any, of advice received.

15. **STAFFING ISSUES AND PROBLEMS**
    - Legal advice re: staff resignation
    - Outstanding staffing issues

Mrs Shelagh McIntyre
Clerk
November 14th, 2013.