



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 25th June 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 declarations of pecuniary interests in accordance with the Localism Act 2011 and to receive declarations of personal interest.
3. **MINUTES**. Notes of Applications Committee Meetings held on 22nd January, 7th February, 5th March, 19th March, 23rd April, 2014 and 7th May 2014, to be approved as Minutes.
4. **CHAIRMAN'S REPORT**, if any.
5. **CLERK'S REPORT**, if any.
6. **FINANCIAL REPORT** – none for this meeting.
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, enclosed for information only.

9. **ANNUAL LEAVE** - Notification of staff annual leave, enclosed for information only.
10. **STAFF TRAINING REQUESTS** - Monument Repair course – 2 Services staff – Verbal report Cllr K Dolby.
11. **TEMPORARY STAFF CONTRACT** - To recommend appointment of Temporary Administration Assistant for 6 months from August 2014.
12. **COLLECTION OF MARKET RENT** – To discuss and resolve the collection of Friday market rents.
13. **TERMS OF REFERENCE** – To Resolve to recommend that the revised Terms of Reference v2 are referred to Full Council for approval at its next meeting.
14. **STAFF APPRAISALS** – To implement Annual Appraisals.
 - Services Supervisor and Assistant Clerk to carry out Services Staff appraisals.
 - Assistant Clerk and Cllr K Dolby/M Graves to carry out Office Staff appraisals.
 - Agree date of appraisals.
15. **CALL OUT CONTACT** – To discuss protocol for out of hours call out contact. *Brought Forward from Full Council 19th March for further discussion.*
16. **MATTERS OF AN URGENT NATURE**, if any.
17. **STAFFING ISSUES AND PROBLEMS**, update if any.

Mrs M Waddingham
Assistant Clerk
19th June 2014