



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 March 19th 2014 at 7:30pm**. 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 Disclosable Pecuniary or Personal Interests.
3. **MINUTES**. Clerk's Notes from the meeting held on January 15th, 2014, to accept these as Minutes. **Minutes from January 22nd, February 7th and March 5th not yet available.**
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. **STAFF TRAINING REQUESTS**
 - Monument Repair course – 2 Services staff. (Information to be brought the meeting.)
 - End of Year seminar Monday 24th March – RFO to attend.

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. **STAFF ILLNESSES** – Record update.
10. **ANNUAL LEAVE** – notification of staff annual leave.
11. **CONFIDENTIAL MINUTES/DOCUMENTS** – To research secure method of protecting confidential information.
12. **TEMPORARY STAFF CONTRACTS**
 - To confirm duration and remuneration of Temporary contract for the Admin Support Officer.
 - To confirm duration and remuneration of Temporary contract for the temporary Admin Assistant.
13. **COVER IN THE ABSENCE OF THE ASSISTANT CLERK.**
14. **COMPUTER PASSWORDS** – Computer ID Security, verbal report from Cllr B Watson.
15. **STAFFING ISSUES AND PROBLEMS**, update if any.

Mrs M Waddingham
Assistant Clerk
13th March 2014