



Sleaford Town Council

Dear Councillor,

I hereby give you notice that a meeting of **The Personnel Committee** will be held at **3 Mill House, Carre Street, Sleaford** on **Wednesday 19th November 2014 at 2:30pm**. 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 declarations of pecuniary interests in accordance with the Localism Act 2011 and to receive declarations of personal interest.
3. **MINUTES**. Notes of the Personnel Committee Meetings held on 1st October and 29th October 2014, to be approved as Minutes.
4. **CHAIRMAN's REPORT**, if any.
5. **CLERK's REPORT**.
 - 5.1 Monthly Service Staff Meeting – verbal update.
6. **FINANCIAL REPORT** – if any points of clarification are needed, please contact the office before the meeting.
 - 6.1 To Receive Latest Committee Report, attached
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. **TO REVIEW AND AGREE THE PERSONNEL BUDGET FOR 2015/16**
9. **SERVICES SUPERVISOR** – Schedule of 6 month review.
10. **PUBLICATION OF PERSONNEL MINUTES.**
11. **ANNUAL LEAVE** – Notification of staff annual leave, enclosed for information only.
12. **TEMPORARY ADMIN ASSISTANT** – To agree in principle extension of Temporary Admin Assistant contract.
13. **ADMIN STAFF'S DAILY LOGS.** (Attached)
14. **ACTING CLERK/PROPER OFFICER** – confirm contract review date.
15. **STAFF APPRISALS** – Agree future action and sign off.
16. **HR COMPANY CONTACT** – To authorise the Chairman of the Personnel Committee and the Vice Chairman of the Council to have direct contact with HR Company.
17. **STAFFING** – To discuss staffing matters and agree on a way forward.

Mrs M Waddingham
Assistant Clerk
Sleaford Town Council

13th November 2014