



The Town Hall, Quayside House, Navigation Yard,
Sleaford, Lincs, NG34 7TW

Tel: 01529 303456 / Email: enquiries@sleaford.gov.uk

NOTICE OF A MEETING OF THE HUMAN RESOURCES COMMITTEE

To: All Members of the Human Resources Committee

You are hereby summoned to attend a meeting of the Human Resources Committee of Sleaford Town Council to be held at the **Town Hall, Quayside House, Navigation Yard, Sleaford** on **Friday 6th December 2024** at **11.00am** for the purpose of transacting the following business.

AGENDA

24.135 CHAIRMAN'S WELCOME

To welcome members and others to the meeting

24.136 APOLOGIES

To receive apologies for absence and to approve reasons for absence

24.137 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

24.137.1 Disclosures of Interests

To receive disclosures by members of any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and any other relevant interests under the Members' Code of Conduct

24.137.2 Requests for Dispensations

To receive and decide upon requests for dispensations to councillors to take part in discussions and votes where they have declared disclosable pecuniary interests

24.138 EXCLUSION OF PRESS AND PUBLIC

Further to the Public Bodies (Admission to Meetings) Act 1960 to consider the exclusion of the press and public from certain agenda items due to the confidential nature of the items to be discussed

24.139 PUBLIC PARTICIPATION SESSION

To receive questions, comments, and suggestions for items for further consideration by the Human Resources Committee from Members of the Public

24.140 MINUTES OF THE PREVIOUS MEETING

To receive and confirm the minutes of the meeting of the Human Resources Committee held on Friday 1st November 2024

24.141 TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER

To receive an update regarding the list of priority work areas and to consider any action Required

24.142 STAFFING REVIEW AND REQUIREMENTS

24.142.1 Staffing Review

To receive an update regarding the staffing review of the Town Council and to consider any action required

24.142.2 Recruitment of New Employees

To receive an update regarding the recruitment of new employees and to consider any action required

24.142.3 Recruitment of Temporary Members of Staff and/or contractors

To receive an update regarding the recruitment of temporary members of staff and/or contractors

24.143 STAFF ABSENCES, LEAVE ARRANGEMENTS, TRAINING & WELFARE

24.143.1 Staff Absences

To note any staff absences and to consider any action required

24.143.2 Staff Leave Arrangements

To receive an update regarding staff leave arrangements and to consider any action Required

24.143.3 Staff Training

To receive an update regarding staff training and to consider any action required

24.144 WORKING ARRANGEMENTS

To receive an update regarding weekend working arrangements and to consider any action required

24.145 DISCIPLINARY AND GRIEVANCE MATTERS

To consider any disciplinary and grievance matters at the Council and any action required

24.146 APPRAISALS

To receive an update relating to staff appraisals and to consider any action required

24.147 GENERAL REVIEW OF EMPLOYMENT POLICIES AND PROCEDURES

To receive an update regarding the general review of employment policies and procedures and to consider any action required

24.148 DATE AND VENUE OF NEXT MEETING

To note that the next meeting of the Human Resources Committee will take place on Friday 6th December 2024 at 11am at the Town Hall, Sleaford.

CIRCULATION

Councillors R Oates (Chairman of the Committee), M Shanahan-Kluth (Vice-Chairman of the Committee), B Allan, P Cockcroft, D Darmon, H Lorimer, S Shanahan-Kluth, Ad Snookes and D Suiter

Chris Pilkington FSLCC



Town Clerk & Responsible Financial Officer
Sleaford Town Council
2nd December 2024