



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

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

To: HR Committee Members

You are hereby summoned to a meeting of the HR Committee, which will take place on **Tuesday 6th September 2022 at 2.00pm** in the Council Chamber.

Cllr. Linda Edwards-Shea
Temporary Proper Officer to Sleaford Town Council
23rd August 2022

1. **Committee Chairman's welcome**
2. **Appoint a note taker for the meeting, if required**
3. **Apologies for absence**
4. **Declarations of interest**
5. **Exempt information**
To resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the sensitive nature of the business to be discussed in relation to the following matters: -
6. **Minutes of the previous meeting held on 30th August 2022 — to follow**
7. **Recruitment of Town Clerk**
8. **Locum Clerk — to discuss recommendation to approve a possible appointment**
9. **Recruitment of Deputy Clerk**
10. **Disciplinary and Grievance Panel**
11. **Data Officer and Health & Safety Officer roles**

12. Training

13. HR Committee budget

14. Rewarding staff

15. Pension Scheme updating

16. Staffing and recruitment matters not included elsewhere

17. Date of next meeting: TBC