



**Minutes of the Meeting of the Human Resources Committee held on
Friday 16th December 2022 at 2.30pm at The Town Hall, Sleaford**

Present:

Cllr David Suiter – Chairman of the Committee
Cllr Robert Oates – Vice-Chairman of the Committee
Cllr Paul Edwards-Shea
Cllr Heather Lorimer
Cllr Melody Shanahan-Kluth
Cllr Stephen Shanahan-Kluth

In attendance:

Mr Chris Pilkington (Town Clerk & Responsible Financial Officer)

22.31 Apologies

Apologies for the meeting and a reason for absence from it were received from Cllr Adrian Snookes.

RESOLVED: That the reasons for absence of Cllr Snookes be accepted.

22.32 Declaration of Disclosable Pecuniary and Other Interests

(a) To receive disclosures by members of any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and any other interests under the members code of conduct

None.

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

None.

22.33 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That further to the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the discussion of agenda items 5 through to 14 by virtue of the confidential nature of the business to be transacted.

22.34 MINUTES OF THE PREVIOUS MEETING

It was noted that the minutes should have recorded Cllr Lorimer as not having been present rather than Cllr Edwards-Shea.

RESOLVED: That with that one amendment the minutes of the meeting of the Committee held on Friday 18th November 2022 be confirmed as an accurate record and signed by the Chairman of the meeting

22.35 POSITION OF DEPUTY CLERK

The Clerk reported that Cllrs Melody Shanahan-Kluth, Snookes and Suiter and he had met on 2nd December and reviewed the documentation for the recruitment process. Once the revised documents were ready they would be brought to a meeting of the Committee for approval. A discussion then took place about how the post should be advertised should it not be filled through internal advertisement.

RESOLVED: That the revised documentation for the recruitment of the Deputy Clerk be brought to the next meeting of the Committee and that should the post need to be advertised externally then it be done through the National Association of Local Councils, the Society of Local Council Clerks, the Lincolnshire Association of Local Councils, North Kesteven District Council and Lincolnshire County Council.

22.36 POSITION OF SENIOR FINANCIAL OFFICER

The Clerk reported that the recommendation from the HR Committee had been amended and approved by the full Council at its meeting on Thursday 1st December.

RESOLVED: That this be noted and an update provided to the next meeting of the Committee.

22.37 GRIEVANCES

The Clerk updated members regarding a grievance raised by a member of staff and what was being done to address it.

RESOLVED: That the update be noted.

22.38 STAFFING REVIEW

The Clerk reported that further he had obtained one quote for a staffing review and awaited another. Given the likely expenditure cost of the review authorisation of that would have to be made at a meeting of the full Council.

RESOLVED: That this be noted, quotes for the staffing taken to the meeting of the Council on 18th January 2023 and it be recommended to the full Council that the budget of the Council accommodate the likely costs of the review.

22.39 INDUCTION PROGRAMME OF TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER

(a) INDUCTION PROGRAMME

The Clerk gave an update on his induction programme and what had been covered as part of it and what remained to be done.

RESOLVED: That this be noted.

(b) STATEMENT OF WRITTEN PARTICULARS

The Clerk again reported that some wording still needed to be agreed and the document signed.

RESOLVED: That this be noted and the final version of the document brought to the next meeting of the Committee prior to its signing.

22.40 APPRAISALS

The Clerk updated members on progress carrying out staff appraisals.

RESOLVED: That this be noted and an update provided to the next meeting of the Committee.

22.41 STAFF TRAINING

The Clerk updated members on staff training undertaken since the last meeting of the Committee. He had attended a recent day conference organised by the Lincolnshire Association of Local Councils and the Lincolnshire branch of the Society of Local Council Clerks. A range of training issues were discussed including Microsoft Office 365 and the training qualifications provided by the Society of Local Council Clerks.

RESOLVED: That this be noted and an update provided to the next meeting of the Committee.

22.42 GRIEVANCE & DISCIPLINARY POLICIES

Further to the Council agreeing to accredit under the Local Council Award Scheme the Clerk presented the model grievance and disciplinary policies produced by the National Association of Local Councils and asked members to take them away and read them before the next meeting of the Committee with a view to them being recommended for adoption by the full Council.

RESOLVED: That at its next meeting the Committee consider recommending the adoption of the NALC model grievance and disciplinary policies to the full Council.

22.43 TERMS OF REFERENCE OF THE HUMAN RESOURCES COMMITTEE

Members discussed the current terms of reference of the Committee and an alternative model version produced by the Society of Local Council Clerks. It was felt the both the general terms of reference of the Committee and its spending powers should be made clearer.

RESOLVED: That draft revised terms of reference be brought to the next meeting of the Committee.

22.44 ACTION LOG

The Clerk reported that he was yet to update the action log but updated members on progress regarding various items on it.

RESOLVED: That this be noted and an update provided to the next meeting of the Committee.

22.45 ITEMS FOR THE AGENDA OF THE NEXT MEETING

RESOLVED: That arrangements for the probationary review of the Clerk be placed on the agenda of the next meeting of the Committee.

22.46 DATE AND VENUE OF NEXT MEETING

RESOLVED: That the Committee next meet on Friday 6th January 2023 at 9.30am at the Town Hall.

Chris Pilkington PSLCC
Town Clerk & Responsible Financial Officer
Friday 30th December 2022