



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 attend a meeting of the Human Resources Committee of Sleaford Town Council to be held at the Town Hall on **Friday 18th November 2022** at **10.30am** for the purpose of transacting the following business.

AGENDA

1. APOLOGIES

To receive apologies for absence and to approve reasons for absence

2. 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 relevant interests under the Members' Code of Conduct.

(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

3. 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

4. MINUTES OF THE PREVIOUS MEETING

To receive and confirm the minutes of the meeting of the Human Resources Committee held on Monday 7th November 2022

5. POSITION OF DEPUTY CLERK

(a) To receive an update regarding the recruitment process for a new Deputy Clerk and any action required

(b) To receive an update regarding ongoing temporary arrangements pending the appointment of a new Deputy Clerk and to consider any action required

6. POSITION OF TEMPORARY RESPONSIBLE FINANCIAL OFFICER

To receive an update relating to the position of Temporary Responsible Financial Officer and to consider any action required

7. GRIEVANCES

To receive an update regarding an outstanding grievance and to consider any action required

8. STAFFING REVIEW

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

9. INDUCTION PROGRAMME OF TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER

(a) To receive an update regarding the induction programme of the new Town Clerk & Responsible Financial Officer and to consider any action required

(b) To receive an update regarding the issuing and signing of the statement of written particulars and to consider any action required

10. HOURLY RATE OF MINUTE TAKER

To consider changing the hourly rate paid to the minute taker and any action required

11. APPRAISALS

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

12. STAFF TRAINING

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

13. ACTION LOG

To review the action log of decisions made at previous meetings of the Committee and to consider any action required

14. ITEMS FOR THE AGENDA OF THE NEXT MEETING

To agree on items to be included on the agenda of the next meeting of the Committee

15. DATE AND VENUE OF NEXT MEETING

To agree a date and venue for the next meeting of the Committee

CIRCULATION

Councillors D Suiter (Chairman of the Committee), Cllr R Oates (Vice-Chairman of the Committee), Cllr P Edwards-Shea, Cllr H Lorimer, Cllr M Shanahan-Kluth, Cllr S Shanahan-Kluth and Cllr A Snookes.

Chris Pilkington PSLCC

A handwritten signature in black ink, appearing to read 'L. Kelly', with a horizontal line underneath.

Town Clerk & Responsible Financial Officer
Sleaford Town Council
14th November 2022