



**Minutes of the Meeting of the Human Resources Committee held on  
Friday 18<sup>th</sup> November 2022 at 10.30am at The Town Hall, Sleaford**

**Present:**

Cllr David Suiter – Chairman of the Committee  
Cllr Paul Edwards-Shea  
Cllr Melody Shanahan-Kluth  
Cllr Stephen Shanahan-Kluth  
Cllr Adrian Snookes

**In attendance:**

Mr Chris Pilkington (Town Clerk & Responsible Financial Officer)

**22.16 Apologies**

Apologies for the meeting and reasons for absence from it were received from Cllrs Heather Lorimer and Robert Oates

**RESOLVED:** That the reasons for absence of Cllrs Lorimer and Oates be accepted.

**22.17 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.

**22.18 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 13 by virtue of the confidential nature of the business to be transacted.

**22.19 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the previous meeting held on Monday 7<sup>th</sup> November 2022 be confirmed as an accurate record and signed by the Chairman of the meeting

## **22.20 POSITION OF DEPUTY CLERK**

### **(a) RECRUITMENT PROCESS FOR A NEW DEPUTY CLERK**

The Clerk reported that further to the last meeting of the Committee he was arranging to meet with Cllrs Melody Shanahan-Kluth, Snookes and Suiter the week starting Monday 28<sup>th</sup> November to look at the documentation for the recruitment process.

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

### **(b) TEMPORARY ARRANGEMENTS PENDING THE APPOINTMENT OF A NEW DEPUTY CLERK**

The Clerk reported that further to the last meeting of the Committee he had sought advice about the recruitment process for a new Deputy Clerk and the current temporary arrangements from the Council's HR advisor and the advice was that the post be advertised internally first and then externally.

**RESOLVED:** That the current temporary Deputy Clerk continue in the role until further notice but that the permanent vacancy be advertised internally first before, if need be, being advertised externally.

## **22.21 POSITION OF TEMPORARY RESPONSIBLE FINANCIAL OFFICER**

The Committee further discussed matters relating to the position of the Temporary Responsible Financial Officer and reaffirmed the course of action agreed at the last meeting of the Committee.

**RESOLVED:** That the course of action be followed and the recommendation agreed at the last meeting of the Committee be taken to the full Council meeting on 23<sup>rd</sup> November.

## **22.22 GRIEVANCES**

The Clerk reported on a grievance raised by a member of staff and what was being done to address it.

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

## **22.23 STAFFING REVIEW**

The Clerk reported that further to the last meeting of the Committee he had contacted two companies to obtain quotes to carry out a staffing review and he awaited those quotes.

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

## **22.24 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 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.

## **22.25 HOURLY RATE OF MINUTE TAKER**

The Clerk reported a request from the Council's minute taker that her hourly rate be increased.

**RESOLVED:** That the hourly rate of the minute taker be increased to £16 an hour.

## **22.26 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.

## **22.27 STAFF TRAINING**

The Clerk updated members on staff training undertaken since the last meeting of the Committee

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

## **22.28 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.

**22.29 ITEMS FOR THE AGENDA OF THE NEXT MEETING**

**RESOLVED:** That the terms of reference of the Committee be reviewed at the next meeting of the Committee.

**22.30 DATE AND VENUE OF NEXT MEETING**

**RESOLVED:** That the Committee next meet in the first week of December with the exact date and time to be confirmed in due course. Moreover that a suggested schedule of meeting dates between December and the Annual Meeting of the Council in May be circulated.

Chris Pilkington PSLCC  
Town Clerk & Responsible Financial Officer  
Wednesday 15<sup>th</sup> December 2022