



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

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 1st September 2023** at **11am** 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 Friday 7th July 2023

5. MOTION RELATING TO THE ELECTION OF VICE-CHAIRMAN OF THE COMMITTEE

To consider a motion relating to the election of the Vice-Chairman at the meeting of the Committee on Friday 7th July 2023

6. RECRUITMENT OF DEPUTY CLERK

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

7. TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER

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

8. STAFFING REVIEW AND HR SUPPORT TO THE COUNCIL

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

(b) To receive an update regarding the HR support provision of the Council and to consider any action required

9. STAFF ABSENCES, TRAINING & WELFARE

(a) To note any staff absences and to consider any action required

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

(c) To consider HR training for councillors and any action required

(d) To receive an update regarding the provision of an employee wellbeing programme and to consider any action required

(e) To note a recent social media post and to consider any action required

10. DISCIPLINARY AND GRIEVANCE MATTERS

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

11. APPRAISALS

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

12. POLICIES

(a) To consider the adoption of a menopause policy and any action required

(b) To receive an update regarding the mileage policy of the Council and to consider any action required

(c) To review the overtime policy and to consider any action required

13. 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

14. DATE AND VENUE OF NEXT MEETING

To note that the next meeting of the Human Resources Committee will take place on Friday 6th October 2023 at 11am at the Town Hall, Sleaford.

CIRCULATION

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

Chris Pilkington PSLCC

A handwritten signature in black ink, appearing to read 'L. Phipps', with a long horizontal stroke extending to the right.

Town Clerk & Responsible Financial Officer
Sleaford Town Council
25th August 2023