



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 28th April 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 meetings of the Human Resources Committee held on Friday 10th February 2023 and Friday 3rd March 2023.

5. RECRUITMENT OF DEPUTY CLERK

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

6. TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER

(a) To receive an update regarding probationary review arrangements and any action required

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

(c) To receive an update regarding annual leave and TOIL and to consider any action required

7. 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 review the HR support provision of the Council and to consider any action required

8. STAFFING AND VOLUNTEERING ARRANGEMENTS

(a) To review arrangements for staff support at meetings of the Council and to consider any action required

(b) To consider requests to carry out volunteering work with the Council and any action required

9. DISCIPLINARY AND GRIEVANCE MATTERS

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

10. APPRAISALS

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

11. STAFF TRAINING & POLICIES

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

(b) To review the mileage policy of the Council and to consider any action required

(c) To review the policy regarding professional fees and to consider any action required

12. TERMS OF REFERENCE OF HUMAN RESOURCES COMMITTEE

To review the terms of reference of the Human Resources Committee and to recommend revisions to them by the Council

13. EMPLOYEE WELLBEING PROGRAMME

To consider the provision of an employee wellbeing programme and to consider any action required

14. REVIEW OF SAFETY OF TOWN HALL

To consider the safety of the Town Hall and any action required

15. 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

16. DATE AND VENUE OF NEXT MEETING

To confirm the 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



Town Clerk & Responsible Financial Officer
Sleaford Town Council
24th April 2023