



**Minutes of the Meeting of the Human Resources Committee held on
Friday 2nd June 2023 at 11am at The Town Hall, Sleaford**

Present: Cllrs Robert Oates (Chairman), Melody Shanahan-Kluth, Pat Cockcroft, David Darmon, Ken Fernandes, Heather Lorimer, Stephen Shanahan-Kluth, Adrian Snookes and David Suiter

In attendance: Mr Chris Pilkington (Town Clerk & Responsible Financial Officer)

23.40 APOLOGIES

Members present elected Cllr Oates to be the Chairman of the meeting and Cllr M Shanahan-Kluth to be the Vice-Chairman of it. The formal election of both positions for the forthcoming year would be on the agenda of the next meeting of the Committee.

The Town Clerk reported that there were no apologies for the meeting.

23.41 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

Cllr Lorimer stated that she was a retired member of UNISON.

(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.

23.42 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 23.44 through to 23.50 by virtue of the confidential nature of the business to be transacted.

23.43 MINUTES OF PREVIOUS MEETINGS

RESOLVED: That the minutes of the meetings of the Committee held on Friday 28th April 2023 be confirmed as an accurate record and signed by the Chairman of the meeting.

23.44 RECRUITMENT OF DEPUTY CLERK

The Clerk updated members on the recruitment process for the Deputy Clerk.

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

23.45 TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER

The Town Clerk gave members an update on priority work areas and other matters.

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

23.46 STAFFING REVIEW AND HR SUPPORT TO THE COUNCIL

(a) STAFFING REVIEW UPDATE

The Town Clerk reported that he was still obtaining the quotes and other information required.

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

(b) REVIEW OF HR SUPPORT PROVISION TO THE COUNCIL

The Clerk reported that he had started the process of gathering quotes to inform the review of HR support provision to the Council.

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

23.47 DISCIPLINARY AND GRIEVANCE MATTERS

The Clerk updated members on disciplinary and grievance matters.

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

23.48 APPRAISALS

The Clerk updated members on matters relating to staff appraisals.

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

23.49 STAFF TRAINING & POLICIES

(a) STAFF TRAINING UPDATE

The Town Clerk updated members on recent staff training.

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

(b) REVIEW OF MILEAGE POLICY

The Town Clerk reported that he had contacted NKDC for a copy of their staff mileage policy and been informed that they did not have one. A member suggested asking NKDC for a copy of their mileage expenses policy for councillors.

RESOLVED: That this be noted, a copy of the NKDC policy for councillors be obtained and an update provided to the next meeting of the Committee.

(c) PROVISION OF EMPLOYEE WELLBEING PROGRAMME

The Town Clerk reported that he had started gathering quotes and other information about the provision of an employee wellbeing programme.

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

23.50 BALLOT FOR INDUSTRIAL ACTION

The Town Clerk reported on correspondence received from UNISON about a ballot for industrial action regarding the local government pay settlement for 2022-2023. Members asked whether the Council had any contingency plans should there be any industrial action.

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

23.51 ITEMS FOR THE AGENDA OF THE NEXT MEETING

None.

23.52 DATE AND VENUE OF NEXT MEETING

RESOLVED: That it be noted that the next meeting of the Committee would be on Friday 7th July 2023 at 11am at the Town Hall.