



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**

To: All Members 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 2<sup>nd</sup> May 2025** at **2.00pm** for the purpose of transacting the following business.

### **AGENDA**

#### **25.75 CHAIRMAN'S WELCOME**

To welcome members and others to the meeting

#### **25.76 APOLOGIES**

To receive apologies for absence and to approve reasons for absence

#### **25.77 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

##### **25.77.1 Disclosures of Interests**

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

##### **25.77.2 Requests for Dispensations**

To receive and decide upon requests for dispensations to councillors to take part in discussions and votes where they have declared disclosable pecuniary interests

#### **25.78 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

#### **25.79 PUBLIC PARTICIPATION SESSION**

To receive questions, comments, and suggestions for items for further consideration by the Human Resources Committee from Members of the Public

#### **25.80 MINUTES OF PREVIOUS MEETING**

To receive and confirm the minutes of the meeting of the Human Resources Committee held on Friday 4<sup>th</sup> April 2025

**25.81 TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER**

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

**25.82 STAFFING REVIEW**

To receive an update regarding the implementation of the results of the Staffing Review and to consider any action required

**25.83 STAFF ABSENCES, LEAVE ARRANGEMENTS, TRAINING AND WELFARE**

**25.83.1 Staff Absences**

To note any staff absences and to consider any action required

**25.83.2 Staff Training**

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

**25.84 DISCIPLINARY AND GRIEVANCE MATTERS**

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

**25.85 APPRAISALS**

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

**25.86 GENERAL REVIEW OF EMPLOYMENT POLICIES AND PROCEDURES**

To receive an update regarding the general review of employment policies and procedures and to consider any action required

**25.87 DATE AND VENUE OF NEXT MEETING**

To note that the next meeting of the Human Resources Committee will take place on Friday 6<sup>th</sup> June 2025 at 11am at the Town Hall, Sleaford.

**CIRCULATION**

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

Chris Pilkington FSLCC



Town Clerk & Responsible Financial Officer  
Sleaford Town Council  
28<sup>th</sup> April 2025