



The Town Hall, Quayside House, Navigation Yard,  
Sleaford, Lincs, NG34 7TW

Tel: 01529 303456 / Email: [enquiries@sleaford.gov.uk](mailto: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 6<sup>th</sup> January 2023** at **9.30am** 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 16<sup>th</sup> December 2022

**5. PAYROLL AND PENSIONS MATTERS**

(a) To consider a report on the Town Council's payroll and pensions processes and to consider any action

(b) To receive an update regarding the Pensions Re-enrolment duties of the Council and any action required

(c) To note the 2022 Valuation Report from the Lincolnshire Pensions Fund

**6. INDUCTION PROGRAMME OF TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER**

(a) To receive an update regarding the induction programme of the new Town Clerk & Responsible Financial Officer and to consider any action required

(b) To receive an update regarding the issuing and signing of the statement of written particulars and to consider any action required

(c) To agree probationary review arrangements and any action required

(d) To receive a list of priority work areas and to consider any action required

**7. POSITION OF DEPUTY CLERK**

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

**8. POSITION OF SENIOR FINANCIAL OFFICER**

To receive an update relating to the position of Senior Financial Officer and to consider any action required

**9. STAFFING REVIEW**

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

**10. APPRAISALS**

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

**11. STAFF TRAINING**

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

**12. GRIEVANCE & DISCIPLINARY POLICIES**

To consider draft revised grievance and disciplinary policies for recommendation for adoption by the Council

**13. 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

**14. ACTION LOG**

To review the action log of decisions made at previous meetings of the Committee and to consider 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**

(a) To agree a date and venue for the next meeting of the Committee

(b) To agree a schedule of meeting dates for 2023

**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

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

Town Clerk & Responsible Financial Officer  
Sleaford Town Council  
30<sup>th</sup> December 2022