



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 7th July 2023** at **11am** for the purpose of transacting the following business.

AGENDA

- 1. ELECTION OF THE CHAIRMAN OF THE HUMAN RESOURCES COMMITTEE**
To elect the Chairman of the Human Resources Committee for the 2023-2024 council year
- 2. ELECTION OF THE VICE-CHAIRMAN OF THE HUMAN RESOURCES COMMITTEE**
To elect the Vice-Chairman of the Human Resources Committee for the 2023-2024 council year
- 3. APOLOGIES**
To receive apologies for absence and to approve reasons for absence
- 4. 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
- 5. 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
- 6. MINUTES OF THE PREVIOUS MEETING**
To receive and confirm the minutes of the meeting of the Human Resources Committee held on Friday 2nd June 2023.
- 7. RECRUITMENT OF DEPUTY CLERK**
To receive an update regarding the recruitment process for a new Deputy Clerk and any action required

8. TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER

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

9. 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

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. STAFF TRAINING, WELFARE & POLICIES

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

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

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

(d) To note any staff absences 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 1st September 2023 at 11am at the Town Hall, Sleaford.

CIRCULATION

Councillors P Cockcroft, D Darmon, K Fernandes, H Lorimer, M Shanahan-Kluth, S Shanahan-Kluth, R Oates, Ad Snookes and D Suiter.

Chris Pilkington PSLCC



Town Clerk & Responsible Financial Officer
Sleaford Town Council
3rd July 2023