



**Minutes of the Meeting of the Human Resources Committee held on
Friday 7th July 2023 at 11am at The Town Hall, Sleaford**

Present: Cllrs Robert Oates (Chairman), Melody Shanahan-Kluth (until agenda item 23.55), Pat Cockcroft, David Darmon, Ken Fernandes, Heather Lorimer, Stephen Shanahan-Kluth (until agenda item 23.58), Adrian Snookes and David Suiter

In attendance: Mr Chris Pilkington (Town Clerk & Responsible Financial Officer) and Mr Rob Oliver (Acting Deputy Clerk)

23.53 ELECTION OF CHAIRMAN OF THE COMMITTEE

RESOLVED: That Cllr Oates serve as the Chairman of the Human Resources Committee for the 2023/2024 council year.

23.54 ELECTION OF VICE-CHAIRMAN OF THE COMMITTEE

RESOLVED: That Cllr Suiter serve as the Vice-Chairman of the Human Resources Committee for the 2023/2024 council year.

(Cllr M Shanahan-Kluth left the meeting)

23.55 APOLOGIES

Apologies for the rest of the meeting and a reason for absence from it were received from Cllr M Shanahan-Kluth

RESOLVED: That the reason for absence of Cllr M Shanahan-Kluth for the rest of the meeting be approved.

23.56 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

None.

(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.

23.57 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 23.59 through to 23.64 by virtue of the confidential nature of the business to be transacted.

(Cllr S Shanahan-Kluth left the meeting)

23.58 MINUTES OF PREVIOUS MEETINGS

RESOLVED: That the minutes of the meetings of the Committee held on Friday 2nd June 2023 be confirmed as an accurate record and signed by the Chairman of the meeting.

23.59 RECRUITMENT OF DEPUTY CLERK

The Town Clerk updated members on the recruitment process for the Deputy Clerk. An application had been received for the position. Members then discussed the process for assessing the application and carrying out an interview if the candidate was deemed to merit one.

RESOLVED: That the Clerk liaise with Cllrs M Shanahan-Kluth, Snookes and Suiter to assess the application and carry out an interview if one the candidate was deemed to merit one.

23.60 TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER

The Town Clerk gave members an update on priority work areas and other matters. He highlighted registering certain areas of land with the Land Registry as an additional area of work he had identified. Members then reviewed the line management arrangements for the Clerk.

RESOLVED: That the update be noted and another one provided to the next meeting of the Committee. Moreover that the Chairman of the Committee be appointed as the line manager of the Clerk.

23.61 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, staff given an updated, and an update provided to the next meeting of the Committee.

(b) REVIEW OF HR SUPPORT PROVISION TO THE COUNCIL

The Town Clerk reported that he was continuing to gather 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.

23.62 DISCIPLINARY AND GRIEVANCE MATTERS

The Town Clerk updated members on disciplinary and grievance matters and raised concerns about comments made about members of staff made by a councillor at a recent meeting of the Council.

RESOLVED: That this be noted and an update provided to the next meeting of the Committee. Moreover that Cllr Oates remind councillors at the next meeting of the full Council of their duties under the Code of Conduct and the Council's responsibilities as an employer.

23.63 APPRAISALS

The Town Clerk updated members on matters relating to staff appraisals. The next round of appraisals would commence in the Autumn.

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

23.64 STAFF TRAINING & POLICIES

(a) STAFF TRAINING UPDATE

Both the Town Clerk and Acting Deputy 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 still to source a copy of the NKDC mileage expenses policy for councillors.

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

(c) PROVISION OF EMPLOYEE WELLBEING PROGRAMME

The Town Clerk reported that he was still 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.

(d) STAFF ABSENCES

The Town Clerk and Acting Deputy Clerk updated members on staff absences.

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

23.65 ITEMS FOR THE AGENDA OF THE NEXT MEETING

RESOLVED: That the matters of the overtime policy and HR training for councillors be placed on the agenda of the next meeting of the Committee.

23.66 DATE AND VENUE OF NEXT MEETING

RESOLVED: That it be noted that the next meeting of the Human Resources Committee would be on Friday 1st September 2023 at 11am at the Town Hall.