



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 **Monday 7<sup>th</sup> November 2022** at **2pm** 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 Wednesday 5<sup>th</sup> October 2022

**5. POSITION OF DEPUTY CLERK**

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

(b) To consider ongoing temporary arrangements pending the appointment of a new Deputy Clerk and to consider any action required

**6. POSITION OF TEMPORARY RESPONSIBLE FINANCIAL OFFICER**

To review arrangements relating to the Temporary Responsible Financial Officer and to consider any action required

**7. STAFFING REVIEW**

To agree the scope of a staffing review of the Town Council and any action required

**8. 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 note the issuing and signing of the statement of written particulars and to consider any action required

**9. OFFICE AND SERVICE ARRANGEMENTS OVER CHRISTMAS AND NEW YEAR 2022/2023**

To receive a report relating to office and service arrangements over the forthcoming Christmas and New Year period and to consider any action required

**10. COST OF LIVING INCREASE 2022/2023**

To receive an update regarding the cost of living increase for local government employees for 2022/2023

**11. APPRAISALS**

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

**12. STAFF TRAINING**

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

**13. RELOCATION POLICY**

To consider a draft relocation policy for the Council and its recommendation for adoption by full Council

**14. 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

**15. DATE AND VENUE OF NEXT MEETING**

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

**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 'L. Kelly', with a horizontal line drawn underneath it.

Town Clerk & Responsible Financial Officer  
Sleaford Town Council  
1st November 2022