



**Minutes of the Meeting of the Human Resources Committee held on
Monday 7th November 2022 at 2.00pm at The Town Hall, Sleaford**

Present:

Cllr David Suiter – Chairman of the Committee
Cllr Robert Oates – Vice-Chairman of the Committee
Cllr Heather Lorimer
Cllr Melody Shanahan-Kluth
Cllr Stephen Shanahan-Kluth
Cllr Adrian Snookes

In attendance:

Mr Chris Pilkington (Town Clerk & Responsible Financial Officer)
Mr Chris Moses (HR Advisor)

22.01 Apologies

Apologies for the meeting and a reason for absence from it were received from Cllr Paul Edwards-Shea

RESOLVED: That the reason for absence of Cllr Edwards-Shea be accepted.

22.02 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.

22.03 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 5 through to 13 by virtue of the confidential nature of the business to be transacted.

22.04 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the previous meeting held on Wednesday 5th October 2022 be confirmed as an accurate record and signed by the Chairman of the meeting

22.05 POSITION OF TEMPORARY RESPONSIBLE FINANCIAL OFFICER

A discussion took place regarding matters relating to the position of the Temporary Responsible Financial Officer including the consideration of external advice and a course of action was agreed including a recommendation to be taken to the full Council meeting on 23rd November.

RESOLVED: That the course of be followed and the recommendation taken to the full Council meeting on 23rd November.

22.06 POSITION OF DEPUTY CLERK

(a) RECRUITMENT PROCESS FOR A NEW DEPUTY CLERK

Members noted that there had been a delay in progressing the recruitment of a new Deputy Clerk over recent months.

RESOLVED: That the Clerk meet with Cllrs Melody Shanahan-Kluth, Snookes and Suiter to progress the recruitment process.

(b) TEMPORARY ARRANGEMENTS PENDING THE APPOINTMENT OF A NEW DEPUTY CLERK

A discussion took place regarding extending the current temporary Deputy Clerk arrangements where a member of staff was currently acting up in the role.

RESOLVED: That the current temporary Deputy Clerk continue in the role until further notice but that all staff be invited to apply for the temporary role and advice sought as to whether the Council needed to recruit on merit for the temporary role further to Section 7 of the Local Government & Housing Act 1989. Subject to the advice expressions of interest would be sought by Monday 14th November.

22.07 STAFFING REVIEW

The Clerk stated that during his recruitment the Council had referred to undertaking a staffing review of the Council after he came into post. He suggested that such a full review include looking at whether what current members of staff did matched their

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Signed:

Date:

actual job descriptions, carrying out job evaluations based on what staff actually do and benchmarked against other local councils and principal authorities and identifying what additional staff capacity was needed presently and potentially over the next three financial years.

RESOLVED: That quotes be obtained from suitable companies to carry out a staffing review with the scope recommended by the Clerk.

22.08 INDUCTION PROGRAMME OF TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER

(a) INDUCTION PROGRAMME

The Clerk gave an update on his induction programme and what had been covered as part of it and what remained to be done.

RESOLVED: That this be noted.

(b) STATEMENT OF WRITTEN PARTICULARS

The Clerk reported Cllr Oates and himself had been liaising regarding the final wording of the statement of written particulars prior to its signing. There were still some wording which needed to be agreed but nothing felt to be problematic.

RESOLVED: That this be noted and the final version of the document brought to the next meeting of the Committee prior to its signing.

22.09 OFFICE AND SERVICE ARRANGEMENTS OVER CHRISTMAS AND NEW YEAR 2022/2023

The Clerk presented a report on proposed office and service arrangements over the forthcoming Christmas and New Year period.

RESOLVED: That the recommendation of the report be accepted.

22.10 COST OF LIVING INCREASE 2022/2023

The Clerk informed members that the cost of living increase for 2022/2023 had finally been agreed between the local government employers and the trade unions and that staff were therefore due salary and pension contribution back payments to 1st April 2022. Advice from the National Association of Local Councils was that former employees could request the back payments. It was also noted that under the agree

RESOLVED: That this be noted and the one employee who had left the employment of the Council since 1st April 2022 be approached and offered the relevant back payment and pension contribution.

22.11 APPRAISALS

The Clerk updated members on progress carrying out staff appraisals.

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

22.12 STAFF TRAINING

The Clerk updated members on staff training undertaken since the last meeting of the Committee

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

22.13 RELOCATION POLICY

The Clerk presented a draft relocation policy for the Council which had been initially prepared by Cllr Oates based on a NKDC document. It having been noted during the recruitment for his position that the Council did not have such an adopted policy. He noted that the words 'Executive Directors and assistant directors' in Section 8 needed replacing with the words 'Sleaford Town Council'.

RESOLVED: That with that one amendment the draft relocation policy be presented to full Council for adoption.

22.14 ITEMS FOR THE AGENDA OF THE NEXT MEETING

RESOLVED: That an updated action log be presented to the next meeting of the Committee.

22.15 DATE AND VENUE OF NEXT MEETING

RESOLVED: That the Committee next meet in the first week of December with the exact date and time to be confirmed in due course.

Chris Pilkington PSLCC
Town Clerk & Responsible Financial Officer
Wednesday 16th November 2022

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Signed:

Date:

7th November 2022 Meeting

Signed:

Date: