

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

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To: HR Panel Members

You are hereby summoned to a meeting of the HR Panel, which will take place on
Monday 1st August 2022 at 2.00 pm in the Town Hall.

Cllr. Linda Edwards-Shea
Temporary Proper Officer (Unpaid) to Sleaford Town Council
26th July 2022

HR PANEL AGENDA

Monday 1st August 2022 at 2.00 pm

- 1 Panel Lead's welcome**
- 2 Apologies for absence**
- 3 Minutes:** From the meeting held on 15th July 2022
- 4 Exempt information**
To resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the sensitive nature of the business to be discussed in relation to the following matters: -
- 5 Establishment of a HR Committee** – to consider TOR (attached)
- 6 Recruitment of Town Clerk** – Shortlisting and Interview arrangements
- 7 Staffing matters**
- 8 Retention of HR Records** – to consider CIPD document (attached)
- 9 Date of next meeting:** TBC