



“Stronger together”

Grantham Town Council

The Parlour
The Guildhall, St Peter's Hill
Grantham NG31 6PY

NOTICE OF A MEETING OF THE PERSONNEL COMMITTEE

To: All Members of the **Personnel Committee**

You are hereby summoned to attend a meeting of the **Personnel Committee** of Grantham Town Council to be held in **The Parlour, The Guildhall, St Peter's Hill, Grantham** at **19:00** hours on **Thursday 27 March 2025** for the purpose of transacting the following business.

Anita Eckersley – Clerk to Grantham Town Council

1	Welcome by the Chairman
2	Appointment of a Vice-Chairman for the Personnel Committee For the Personnel Committee to appointment a Vice-Chairman for the Committee.
3	Apologies for Absence To receive apologies and reasons for absence.
4	Declarations of Interest 3.1 Disclosures of Interest - 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. 3.2 Requests for Dispensations - 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	Minutes of the Personnel Committee Meeting held on 18 February 2025 For the Committee to receive and confirm the draft minutes as an accurate record of the Personnel Committee Meeting held on 18 February 2025.
6	HR Policy and Procedures For the Clerk to update the Committee on the Staffing Policies and Procedures that are still to be reviewed.
7	Lone Working Policy For the Committee to review and recommend to Town Council the Lone Working Policy.
8	Health and Safety Policy For the Committee to review and recommend to Town Council the Health and Safety Policy.
9	Exclusion of the 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.

10	Job Evaluation for the Clerk For the Committee to consider, review and recommend to Town Council the Job Evaluation, updated Contract, and appropriate SLCC/LALC Pay Scale for the Clerk to the Council.
11	Contract for the Assistant to the Clerk For the Personnel Committee to confirm the contract, hours and subsequent increase in hours agreed at the 6 November 2024 Personnel Committee and appropriate SLCC/LALC Pay Scale range for the Assistant to the Clerk.
12	Work Programme For the Committee to consider future items for the work programme.
13	Date for next meeting For the Committee to propose a date for the next Personnel Committee Meeting.