



“Stronger together”

# Grantham Town Council

Town Council Parlour  
The Guildhall, St Peter's Hill  
Grantham NG31 6PZ

## **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 **Grantham Museum, St Peter's Hill, Grantham** at **19:00** hours on **Tuesday 18 February 2025** for the purpose of transacting the following business.

*Anita Eckersley – Clerk to Grantham Town Council*

<b>1</b>	<b>Clerk – Appointment of a Chairman for the Personnel Committee</b> For the Personnel Committee to appoint a Chairman for the Committee.
<b>2</b>	<b>Appointment of a Vice-Chairman for the Personnel Committee</b> For the Personnel Committee to appointment a Vice-Chairman for the Committee.
<b>3</b>	<b>Apologies for Absence</b> To receive apologies and reasons for absence.
<b>4</b>	<b>Declarations of Interest</b> <b>3.1</b> 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.  <b>3.2</b> 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.
<b>5</b>	<b>Minutes of the Personnel Committee Meeting held on 6 November 2024</b> For the Committee to receive and confirm the draft minutes as an accurate record of the Personnel Committee Meeting held on 6 November 2024.
<b>6</b>	<b>Exclusion of the Press and Public</b> 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
<b>7</b>	<b>Responsible Financial Officer (RFO)</b> For the Personnel Committee to consider the recommendations from the Finance Committee held on 12 November, 2024, which included the Clerk researching job specifications for the role of Responsible Financial Officer, that the appropriate NALC/SLCC Pay Scale for this role had to be determined.
<b>8</b>	<b>Contract, Appropriate Pay Scale and Hours for the Clerk</b> For the Personnel Committee to consider and update the contract, hours and appropriate SLCC/LALC Pay Scale for the role of the Clerk.
<b>9</b>	<b>Contract, Appropriate Pay Scale and Hours for the Assistant to the Clerk</b> For the Personnel Committee to consider and update the contract, hours and appropriate SLCC/LALC Pay Scale for the role of the Assistant to the Clerk.

10	<p><b>Work Programme</b> For the Committee to consider future items for the work programme.</p> <ul style="list-style-type: none"> <li>• Protocols not yet considered and recommended for adoption by Town Council as shown on the list of Protocols and Procedures.</li> </ul>
11	<p><b>Date for next meeting</b> For the Committee to propose a date for the next Personnel Committee Meeting.</p>
	<p><b>Close of Meeting</b></p>