



**SKEGNESS TOWN COUNCIL**  
**Meeting of the Skegness Town Council's**  
**HR Committee**  
**Wednesday 24<sup>th</sup> March 2021**  
**10:30am Via Zoom,**



Members of this Committee: Councillors T Burnham, A Findley, P Sutton, T Tye, D Kirk.

**NOTICE IS HEREBY GIVEN** of the above meeting. The business to be dealt with at the meeting is listed in the Agenda set out below.

Please note that due to this meeting relating to employee matters, the substantive items of this meeting will be closed to the press and public and so the meeting will not be available on YouTube.

## **AGENDA**

1. TO ELECT A CHAIRPERSON
2. APOLOGIES
3. DECLARATIONS OF INTEREST
4. PROPOSAL TO GO INTO PRIVATE SESSION FOR THE NEXT ITEM – Under the Public Bodies (Admission to Meetings) Act 1960 (due to the confidential nature of business relating to employees)
5. TO NOTE THE OUTLINE OF THE RESPONSIBILITIES FOR HR – Attached
6. TO NOTE THE OUTLINE OF THE PERFORMANCE APPRAISAL SYSTEM – Appraisal system forms to be presented by Town Clerk
7. TO REVIEW THE TOWN CLERK'S PERFORMANCE AGAINST OBJECTIVES FOR 2019/20  
Confidential papers to be shared during the meeting.
8. TO AGREE HOW THE TOWN CLERK'S PERFORMANCE OBJECTIVES FOR 2021/22 WILL BE ESTABLISHED
9. TO NOTE A REPORT ON LONG TERM SICKNESS – Verbal report

S Larner  
Town Clerk  
17<sup>th</sup> March 2021