



SHERBURN IN ELMET PARISH COUNCIL

Notice is hereby given that a meeting of Sherburn in Elmet Parish Council Personnel Committee will be held:

Date: Monday 23 May 2022

Time: 7.15pm

Venue: Harry Mountain Room, Eversley Park Centre, Low Street, Sherburn in Elmet LS25 6BA

Protocol on audio/visual recording and photography at meetings: By virtue of Openness of Local Government Regulations 2014 recording of Parish Council meetings is permitted; subject to:

(i) Compliance with the Council's protocol on audio/visual recording and photography at meetings which can be [found here](#)

(ii) Any recording must be non-disruptive.

It is requested that anyone wishing to record any council meeting informs the clerk to the council:

clerk@sherburninemet-pc.gov.uk

The business to be transacted at this meeting is listed below

Councillor Gary Limbert

Proper Officer

18 May 2022

AGENDA

Item 1.	Apologies: a. To receive and note apologies for absence. b. To consider reasons for absence received
Item 2.	Declarations of Interest: a. To receive Declarations of Interests from Members b. To consider any dispensation requests received
Item 3.	Election of Personnel Committee Chairman: a. To appoint a Chairman to Personnel Committee b. To appoint a Vice Chairman to Personnel Committee

<p>Item 4.</p>	<p>Minutes:</p> <p>a. To approve minutes of Personnel Committee Meeting held 3 May 2022, as a true and accurate record of that meeting</p>
<p>Item 5.</p>	<p>General Staffing Matters:</p> <p>a. To receive an update and consider necessary actions relating to access to HMRC, pension, and wage payments.</p> <p>b. To consider outsourcing payroll provision</p> <p>c. To receive an update on the current staffing situation.</p> <p>c. To approve staff timesheets and consider overtime/TOIL records</p> <p>d. To consider staff annual leave requests</p> <p>e. To consider training and development requests.</p> <p>f. To approve schedule of work for Asset Maintenance Manager</p>
<p>Item 6.</p>	<p>Sherburn in Elmet Parish Council Staff Vacancies:</p> <p>a. To consider detailed job description for Executive Officer post</p> <p>b. To consider relevant NJC pay scale range for Executive Officer post</p> <p>c. To consider person specification for Executive Officer post</p> <p>d. To consider wording of advertisement for Executive Officer post</p> <p>e. To consider advertising strategy (and budget) for Executive Officer post</p> <p>f. To consider all matters related to the recruitment procedure for the Executive Officer post</p> <p>g. To approve contract terms for Locum RFO</p>
<p>Item 7</p>	<p>Exclusion of the press and public:</p> <p>To consider exclusion of the press and public by virtue of Public (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed as such, publicity of which is considered to be prejudicial to the public interest (agenda items 8 a-c only)</p>
<p>Item 8</p>	<p>Additional Staffing Matters:</p> <p>a. To consider report on Asset Maintenance Manager hours.</p> <p>b. To approve final salary payments for outgoing staff</p>

	c. To establish HR/Personnel sub-committee as provided for by Committee Terms of Reference
Item 9.	Next meeting of Sherburn in Elmet Parish Council Personnel Committee a. To confirm date, time and venue for next meeting of Sherburn in Elmet Parish Council Personnel Committee