



SHERBURN IN ELMET TOWN COUNCIL

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

Date: Wednesday 28 September 2022

Time: 7.15pm

Venue: Cream 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 Town/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-tc.gov.uk

The business to be transacted at this meeting is listed below

23.09. 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.	Minutes: a. To approve minutes of Personnel Committee Meeting held 8 August 2022, as a true and accurate record of that meeting
Item 4.	General Staffing Matters: a. To approve staff timesheets and consider overtime/TOIL records

	<p>b. To consider staff annual leave requests</p> <p>c. To consider training and development requests.</p> <p>d. To consider personnel matters arising from the Asset Management and Events Committee Meeting held 05/09/22.</p> <p>e. To approve the adoption of SETC Dignity at Work Policy (based on Civility and Respect Pledge Model)</p>
Item 5	<p>Sherburn in Elmet Town Council Staff Vacancies:</p> <p>a. To consider recruitment strategy for vacant Executive Officer post</p> <p>b. To consider all further matters related to the recruitment procedure for the Executive Officer post.</p> <p>c. To consider potential recruitment for Admin Support role.</p> <p>d. To consider potential recruitment for Facilities Operator role</p>
Item 6.	<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 item 7 only)</p>
Item 7	<p>Additional Staffing Matters:</p> <p>a. To consider matters related to former staff.</p> <p>b. To consider SETC staff appraisals and action required</p>
Item 8.	<p>Next meeting of Sherburn in Elmet Town Council Personnel Committee</p> <p>a. To confirm date, time and venue for next meeting of Sherburn in Elmet Town Council Personnel Committee</p>