



# SHERBURN IN ELMET TOWN COUNCIL

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

**Date: Monday 10 October 2022**

**Time: 7pm**

**Venue: 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](mailto:clerk@sherburninemet-tc.gov.uk)

Members of the public attending must comply with the [SETC Policy For the Management of Public Speaking Session](#)

The business to be transacted at this meeting is listed below

**05.10.2022**

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## AGENDA

<b>Item 1.</b>	<b>Apologies:</b>  a. To receive and note apologies for absence.  b. To consider reasons for absence received
<b>Item 2.</b>	<b>Declarations of Interest:</b>  a. To receive Declarations of Interests from Members  b. To consider any dispensation requests received
<b>Item 3.</b>	<b>Minutes:</b>  a. To approve minutes of Personnel Committee Meeting held 28 September 2022, as a true and accurate record of that meeting
<b>Item 4.</b>	<b>General Staffing Matters:</b>

	<p>a. To approve staff timesheets and consider overtime/TOIL records</p> <p>b. To consider staff annual leave requests</p> <p>c. To consider training and development requests.</p>
<b>Item 5.</b>	<p><b>Exclusion of the press and public:</b></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 6 and 7 only)</p>
<b>Item 6</b>	<p><b>Sherburn in Elmet Town Council Staff Vacancies:</b></p> <p>a. To consider applications received for vacant Executive Officer post</p> <p>b. To consider all further matters related to the recruitment procedure for the Executive Officer post.</p>
<b>Item 7</b>	<p><b>Additional Staffing Matters:</b></p> <p>a. To consider matters related to former staff.</p> <p>b. To consider SETC staff appraisals and action required</p>
<b>Item 8.</b>	<p><b>Next meeting of Sherburn in Elmet Town Council Personnel Committee</b></p> <p>a. To confirm date, time and venue for next meeting of Sherburn in Elmet Town Council Personnel Committee</p>