



Official Notice of a meeting of SHERBURN IN ELMET PERSONNEL COMMITTEE

Date: Monday 9th October 2023

Time: 6pm

Venue: Council Office, Eversley Park Centre, Low Street,
Sherburn in Elmet, LS25 6BA

You are hereby summoned to attend the ordinary meeting of Sherburn in Elmet Personnel Committee detailed above and to consider and resolve the business transactions on the agenda below.

Georgina Ashton
Proper Officer

4th October 2023

AGENDA

PC/24/21	To receive and approve reasons for absence To receive and note apologies for absence.
PC/24/22	To note Dispensation Requests Any written requests for dispensation the Clerk may have received from Councillors.
PC/24/23	To receive Declarations of Interests from Members a. To receive Declarations of Interests from Members not already declared under members Code of Conduct or members register of interests, in any business to be transacted. b. To consider any dispensation requests received.
PC/24/24	Public Speaking Session (20 Minutes) Members of the public and representatives from other organisations are invited to speak during this session. We ask that each person keeps the presentation short. (<3 mins).
PC/24/25	To approve as a correct record the Minutes of the Personnel Committee Meeting held on the 11 th September 2023 <i>Chairman to sign the Minutes.</i> LGA 1972 Sch 12 para 41(1)
PC/24/26	General Staffing Matters a) To receive a staffing update from the Chair of the Personnel Committee. b) To approve staff timesheets and consider overtime/TOIL records. c) To consider staff annual leave requests. d) To consider training and development requests. e) To receive and note annual Staff Appraisals and consider any actions. f) To receive quotations and to consider instruction of contractors for updating the office environment (including flooring, redecorating and storage). g) To consider IT requirements for Council staff.
PC/24/27	Policy a) To consider an application by the Town Council for accreditation under the Local Government Award Scheme. b) To consider any necessary updates to existing HR policies/documents. c) To consider the action plan and next steps for staffing during 2023/24 and 2024/25.
PC/24/28	Finance and Budget Review. a) To note current budget position for 2023-2024
PC/24/29	Next Meeting of Sherburn in Elmet Town Council Personnel Committee a) To confirm a date, time and venue for next meeting of the Personnel Committee.