



Official Notice of an Ordinary Meeting of SHERBURN IN ELMET PERSONNEL COMMITTEE

Date: Monday 10th June 2024

Time: 6.30pm

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

Interim Clerk & RFO

5th June 2024

AGENDA

PC/25/01	<i>The meeting will be opened by the Clerk in the absence of an appointed Chairman of Committee as the first meeting of Personnel Committee for this municipal year 2024/25.</i> a) To appoint the Chairman of the Personnel Committee b) To appoint the Vice Chairman of the Personnel Committee
PC/25/02	To receive and approve reasons for absence a) To receive and note apologies for absence. b) To consider to approve reasons for absence.
PC/25/03	To note Dispensation Requests Any written requests for dispensation the Clerk may have received from Councillors.
PC/25/04	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/25/05	Public Speaking Session (20 Minutes) Members of the public and representatives from other organisations are invited to speak during this session.
PC/25/06	a) To approve as a correct record the Minutes of the Personnel Committee Meeting held on the 15th April 2024 <i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i>
PC/25/07	Policy a) To consider and review the Terms of Reference for Personnel Committee. b) To note existing HR policies and documentation including job descriptions of existing staff. c) To consider the action plan and next steps for staffing during 2024/2025.
PC/25/08	General Staffing Matters. a) To receive a staff update to include workloads and capacity b) To approve staff timesheets and consider overtime/TOIL records c) To consider staff annual leave requests d) To consider training and development requests and to note updates with any ongoing, planned training (including staff and members). e) To note update on skills audit and Training & Development plan for staff f) To consider interim appraisals for all staff
PC/25/09	Finance and Budget Review. a) To note current budget position for 2024/2025
PC/25/10	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.