



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

Date: Monday 8th July 2024
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

Interim Clerk & RFO
 3rd July 2024

AGENDA

PC/25/11	To receive and approve reasons for absence a) To receive and note apologies for absence. To consider to approve reasons for absence.
PC/25/12	To note Dispensation Requests b) Any written requests for dispensation the Clerk may have received from Councillors.
PC/25/13	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/25/14	Public Speaking Session (20 Minutes) Members of the public and representatives from other organisations are invited to speak during this session.
PC/25/15	a) To approve as a correct record the Minutes of the Personnel Committee Meeting held on the 10th June 2024 <i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i>
PC/25/16	Policy a) To exclude 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. b) To note the discussions on current staffing plan and consider any actions.
PC/25/17	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 and to note the calendar for the holiday period (July and August) of reduced staffing d) To consider training and development requests and to note updates with any ongoing, planned training (including staff and members).
PC/25/18	Finance and Budget Review. To note current budget position for 2024/2025
PC/25/19	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.

Following the Local Government Audit and Accountability Act 2014 the right to record, film and to broadcast meetings of the council, committees and sub committees is established, but anyone wishing to do so should advise the Clerk and the Chair of the Council to ensure compliance with the adopted policy to effectively and lawfully manage this activity.