



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

**Date:** Wednesday 16<sup>th</sup> October 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*

Proper Officer  
 10<sup>th</sup> October 2024

## AGENDA

PC/25/36	<b>To receive and approve reasons for absence</b> a) To receive and note apologies for absence. a) To consider to approve reasons for absence.
PC/24/37	<b>To note Dispensation Requests</b> b) Any written requests for dispensation the Clerk may have received from Councillors.
PC/24/38	<b>To receive Declarations of Interests from Members</b> 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/24/39	<b>Public Speaking Session (20 Minutes)</b> 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/24/40	To approve as a <b>correct record the Minutes</b> of the Personnel Committee Meeting held on the 7 <sup>th</sup> October 2024 <i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i>
PC/24/41	<b>General Staffing Matters</b> a) To receive and consider a staffing update: including workloads, capacity and review of past 6 months whilst the Interim Clerk is in post. b) To approve staff timesheets and consider overtime/TOIL records c) To note staff annual leave requests d) To note the outcome of the Disciplinary Panel meeting e) To note circulation of approved job descriptions for all staff and NALC model template Contract of Employment. f) To consider as agreed the appointment of a permanent Town Clerk ( <i>at the meeting of Personnel Committee on 23<sup>rd</sup> September: minutes approved on 7<sup>th</sup> Oct 24</i> ) g) To consider the recruitment and internal advertisement of agreed hours, pay scale and contract for the Town Clerk and next steps.
PC/24/42	<b>Next Meeting of Sherburn in Elmet Town Council Personnel Committee</b> To confirm a date, time and venue for next meeting of the Personnel Committee.