



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

Date: Monday 24 February 2025

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

19th February 2025

AGENDA

PC/25/57	<p>To receive and approve reasons for absence</p> <p>a) To receive and note apologies for absence.</p> <p>b) To consider approving reasons for absence.</p>
PC/24/58	<p>To note Dispensation Requests</p> <p>a) Any written requests for dispensation the Clerk may have received from Councillors.</p>
PC/24/59	<p>To receive Declarations of Interests from Members</p> <p>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.</p> <p>b. To consider any dispensation requests received.</p>
PC/24/60	<p>Public Speaking Session (20 Minutes)</p> <p>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).</p>
PC/24/61	<p>To approve as a correct record the Minutes of the Personnel Committee Meeting held on the 20th January 2025</p> <p><i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i></p>
PC/24/62	<p>General Staffing Matters</p> <p>a) To note and approve annual leave requests, staff timesheets and consider overtime/TOIL records</p> <p>b) To receive an update on the outstanding task list / action log and progress/monitoring on tasks</p> <p>c) To discuss and consider the findings from the recent staffing review (led by Cllr Limbert and Cllr Taylor)</p> <p>d) To discuss and consider the future staffing model for recommendation to the next available full council meeting</p> <p>e) To consider the appointment of a permanent Town Clerk from 01 April 2025 with recommendation to next available full council meeting</p> <p>f) To consider the role of the field staff and the Facilities Operator</p> <p>g) To consider the interim solution to cover the role of the Facilities Operator in the short term</p>
PC/24/63	<p>Next Meeting of Sherburn in Elmet Town Council Personnel Committee</p> <p>To confirm a date, time and venue for next meeting of the Personnel Committee.</p>