



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

Date: Monday 04th March 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

28th February 2024

AGENDA

PC/24/46	To receive and approve reasons for absence a) To receive and note apologies for absence. b) To consider to approve reasons for absence.
PC/24/47	To note Dispensation Requests Any written requests for dispensation the Clerk may have received from Councillors.
PC/24/48	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/24/49	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/24/50	a) To approve as a correct record the Minutes of the Personnel Committee Meeting held on the 12th February 2024 <i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i>
PC/24/51	General Staffing Matters. a) To consider applications for the position of Clerk b) To consider an interview panel and interview questions. c) To consider a date and time of interviews. d) To consider the registration of the Administration Officer to the SLCC e) To receive any updates on TCRP projects relating to workload for officers
PC/24/52	Policy and HR
PC/24/53	Finance and Budget Review. a) To consider training and development requests for staff and next steps
PC/24/55	Next Meeting of Sherburn in Elmet Town Council Personnel Committee a) To confirm a date, time and venue for next meeting of the Personnel

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.

	Committee.
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