



OFFICIAL NOTICE OF A MEETING OF SHERBURN IN ELMET PARISH COUNCIL Personnel Committee

Date: Thursday 10 February 2022
Venue: Old Girls School, 18 Kirkgate, Sherburn in Elmet LS25 6BL
Time: 7pm

Members of the Personnel Committee, you are summoned to attend a meeting of Sherburn in Elmet Parish Council for the purpose of determining the agenda items listed below.

Mrs G Ashton

Locum Clerk

4 February 2022

01977 681024 / 07588 437512

Members of the Public:

Under the Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. *With the concerns over the new Covid variant, we are suggesting that members of the public stay at home and do not attend the meeting while the numbers remain high to protect everyone. Please consider submitting any questions you wish to ask before the meeting so these can be considered by councillors.*

All Attendees: To protect everyone :-

- all attendees are to take a lateral flow test prior to the meeting which must give a negative result.
- all attendees to enter through the main doors and use the hand sanitiser.
- all windows / doors to be kept open.
- the tables / seating will be well spaced.
- face masks are to be worn by everyone remaining in place throughout the meeting or until you are invited to speak by the Chair of the Council (unless exempt)

AGENDA

ITEM 1.	Accept Apologies for Absence <i>Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.</i>
ITEM 2.	Dispensations Council is asked to discuss any written requests for dispensation the Clerk may have received from Councillors.
ITEM 3.	Declaration of Interest Members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities (<i>Disclosable Pecuniary Interests Regulations 2012 (SI 2012/1464)</i> (NB this does not preclude any later declarations).
ITEM 4.	Public Speaking Session
ITEM 5.	To approve minutes of meeting on the Personnel Committee meeting held on 17th January 2022
ITEM 6.	To receive and note resignation of Deputy Clerk (from 31 March 2022): (i) To consider next steps and recruitment of replacement staff

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.

ITEM 7.	To consider next steps for staffing review and discuss work sheets for all staff.
ITEM 8.	To confirm present staffing structure in the short term and interim measures to cover staff absence.
ITEM 9.	To receive and consider the complaint raised by a resident.
ITEM 10.	To note suggestions and recommendations to Full Council from the Personnel Committee.

To Note :-Members of the public and press are invited to attend the meeting as observers.

Only Parish Councillors members of this committee are entitled to vote. A list of Councillors is available on the website or noticeboard. *For information, the councillors on this committee currently includes: Cllr J Prescott (Chairman), Cllr J Alexander, Cllr D Brook, Cllr P Baumann, Cllr G Limbert, Cllr D Shanks, Cllr B Thwaite.*

Agenda papers may be viewed on the website or the noticeboard or can be purchased at the Clerk's office.

Clerk's Office, Eversley Park Centre, Low Street, Sherburn in Elmet, LS25 6BA
Telephone 01977 681024 Email deputyclerk@sherburninemet-pc.gov.uk

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