



# SHERBURN IN ELMET PARISH COUNCIL

**Notice is hereby given that a meeting of Sherburn in Elmet Parish Council Personnel Committee will be held:**

**Date: Tuesday 3 May 2022**

**Time: 7.15pm**

**Venue: The Cream Room, Eversley Park Centre, Low Street, Sherburn in Elmet LS25 6BA**

Protocol on audio/visual recording and photography at meetings: By virtue of Openness of Local Government Regulations 2014 recording of Parish Council meetings is permitted; subject to:

(i) Compliance with the Council's protocol on audio/visual recording and photography at meetings which can be [found here](#)

(ii) Any recording must be non-disruptive.

It is requested that anyone wishing to record any council meeting informs the clerk to the council:

clerk@sherburninemet-pc.gov.uk

The business to be transacted at this meeting is listed below

**Councillor Gary Limbert**

Proper Officer

**27 April 2022**

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## AGENDA

<b>Item 1.</b>	<b>Apologies:</b>  a. To receive and note apologies for absence.  b. To consider reasons for absence received
<b>Item 2.</b>	<b>Declarations of Interest:</b>  a. To receive Declarations of Interests from Members  b. To consider any dispensation requests received
<b>Item 3.</b>	<b>Election of Personnel Committee Chairman:</b>  a. To appoint a Chairman to Personnel Committee  b. To appoint a Vice Chairman to Personnel Committee

<b>Item 4.</b>	<p><b>Contracts of Employment and associated employment documentation:</b></p> <p>a. To consider revision of the currently used Sherburn in Elmet Parish Council contract of employment template, for all council employees</p> <p>b. To consider adoption of the following policies:</p> <ol style="list-style-type: none"> <li>1. Annual leave policy</li> <li>2. Expenses Policy</li> <li>3. Sickness and absence policy</li> <li>4. Working of additional hours and TOIL policy</li> <li>5. Lone Worker Policy</li> <li>6. Grievance policy</li> <li>7. Disciplinary Policy</li> <li>8. Performance Management Policy</li> <li>9. Health and Safety at work Policy</li> </ol>
<b>Item 5.</b>	<p><b>Vacancy for clerk to Sherburn in Elmet Parish Council:</b></p> <ol style="list-style-type: none"> <li>a. To consider detailed job description for clerk post</li> <li>b. To consider relevant NJC pay scale range for clerk post</li> <li>c. To consider person specification for clerk post</li> <li>d. To consider wording of advertisement for vacant clerk post</li> <li>e. To consider advertising strategy (and budget) for vacant post</li> <li>f. To consider all matters related to the recruitment procedure for the vacant clerk post</li> </ol>
<b>Item 6.</b>	<p><b>Vacancy for deputy clerk to Sherburn in Elmet Parish Council:</b></p> <ol style="list-style-type: none"> <li>a. To consider detailed job description for deputy clerk post</li> <li>b. To consider relevant NJC pay scale range for deputy clerk post</li> <li>c. To consider person specification for deputy clerk post</li> <li>d. To consider wording of advertisement for vacant deputy clerk post</li> <li>e. To consider advertising strategy (and budget) for vacant post</li> <li>f. To consider all matters related to the recruitment procedure for the vacant deputy clerk post</li> </ol>
<b>Item 7.</b>	<p><b>Next meeting of Sherburn in Elmet Parish council Personnel Committee</b></p> <ol style="list-style-type: none"> <li>a. To confirm date, time and venue for next meeting of Sherburn in Elmet Parish Council Personnel Committee</li> </ol>