



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

Date: Monday 6th February 2023

Time: 6pm

Venue: The Cream Room, 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.

Rebecca Maindonald

Executive Officer

1st February 2023

AGENDA

Item 1	<p>To receive and approve reasons for absence</p> <p>a) To receive and note apologies for absence. b) To consider approving reasons for absence.</p>
Item 2	<p>To note Dispensation Requests</p> <p>Any written requests for dispensation the Clerk may have received from Councillors.</p>
Item 3	<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. b. To consider any dispensation requests received.</p>
Item 4	<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>
Item 5	<p>a) To approve as a correct record the Minutes of the Personnel Committee Meeting held on 12th December 2022. <i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i></p>
Item 6	<p>General Staffing Matters.</p> <p>a) To receive a staffing update from the Chair of the Personnel Committee. b) To approve staff timesheets and consider overtime/TOIL records. c) To consider staff hours. d) To approve transferring a temporary contract to a permanent contract. e) To consider staff annual leave requests. f) To consider training and development requests.</p>

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	<p>Policy and HR</p> <p>a) To consider any necessary updates to existing HR Documents. b) To consider any necessary updates to existing Personnel Documents.</p>
Item 8	<p>Finance and Budget Review.</p> <p>a) To note current budget position for 2022-23 b) To consider the payment of staff subscriptions to the Society of Local Council Clerks.</p>
Item 9	<p>Next Meeting of Sherburn in Elmet Town Council Personnel Committee</p> <p>a) To confirm a date, time and venue for next meeting of the Personnel Committee.</p>