



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

Date: Monday 23rd September 2024

Time: 7pm

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

18th September 2024

AGENDA

PC/25/20	The meeting will be opened by the Clerk in the absence of an appointed Chairman of the Personnel Committee. a) To appoint the Chairman of the Personnel Committee b) To appoint the Vice Chairman of the Personnel Committee
PC/24/21	To receive and approve reasons for absence a) To receive and note apologies for absence. b) To consider to approve reasons for absence.
PC/24/22	To note Dispensation Requests Any written requests for dispensation the Clerk may have received from Councillors.
PC/24/23	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/24/24	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/24/25	a) To approve as a correct record the Minutes of the Personnel Committee Meeting held on the 08 th July 2024 <i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i>
PC/24/26	General Staffing Matters a) To receive and note annual Staff Appraisals and consider any actions. b) To consider any updates to Job Descriptions as a result of the recent appraisal cycle. c) To approve staff timesheets and consider overtime / TOIL records. d) To consider the long-term staffing requirements and scheduled interim review.
PC/24/27	Policy and HR
PC/24/28	Next Meeting of Sherburn in Elmet Town Council Personnel Committee a) To confirm a date, time and venue for next meeting of the Personnel Committee.