



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

Date: Thursday 1st June 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

26th May 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 to approve 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>To appoint a Chairman to the Personnel Committee</p>
Item 6	<p>a) To approve as a correct record the Minutes of the Personnel Committee Meeting held on the 4th May 2023 <i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i></p>
Item 7	<p>General Staffing Matters.</p> <p>a) To receive a staffing update. b) To approve staff timesheets and consider overtime/TOIL records.</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.

	<ul style="list-style-type: none"> c) To consider staff annual leave requests. d) To consider training and development requests.
Item 8	<p>Policy and HR</p> <ul style="list-style-type: none"> a) Receive a report on HR updates.
Item 9	<p>Finance and Budget Review.</p> <ul style="list-style-type: none"> a) To note current budget position for 2022-23
Item 10	<ul style="list-style-type: none"> a) To receive and consider updates concerning the implementation of Option 3 of the Staff recommendations following the Staffing review. b) To receive a report from the Executive Officer concerning public opening hours of the Town Council Office. c) To consider implementing the automatic uplift of salary following the RFO's completion of CiLCA d) To receive a report from the Executive Officer following discussion with HR bodies.
Item 11	<p>Next Meeting of Sherburn in Elmet Town Council Personnel Committee</p> <ul style="list-style-type: none"> a) To confirm a date, time and venue for next meeting of the Personnel Committee.