



OFFICIAL MINUTES FOR A MEETING OF THE PERSONNEL COMMITTEE OF SHERBURN IN ELMET PARISH COUNCIL

Date: Monday 17 January 2022

Time: 7.30pm

Present: Councillors Baumann, Limbert, Prescott and Thwaite

Staff: The Clerk and the Locum Clerk

Late Arrivals: None

Early Departures: Cllr Limbert

MINUTES

ITEM 1.	<p>Election of Chairman and Vice-Chairman</p> <p>a) Election of Chair of the Personnel Committee for the term of office to May 2022</p> <p>RESOLVED:- that Councillor Prescott be elected to Chair of the Personnel Committee.</p> <p>Cllr Prescott took the Chair from this point onwards.</p> <p>b) Election of Vice Chair of the Personnel Committee for the term of office to May 2022</p> <p>RESOLVED:- that Councillor Baumann be elected to Vice Chair of the Personnel Committee.</p>
ITEM 2.	<p>To consider Apologies for inability to attend the meeting</p> <p>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.</p> <p>Apologies were received from Councillors Brook and Shanks</p> <p>RESOLVED:- i) the apologies were received and noted ii) the committee accept the reasons for absence.</p> <p style="text-align: right;">Unanimous</p>
ITEM 3.	<p>Dispensations</p> <p>Council is asked to discuss any written requests for dispensation the Clerk may have received from Councillors.</p> <p>None</p>
ITEM 4.	<p>Declarations of Interest</p> <p>Members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities.</p> <p>(Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).</p> <p>Cllr Thwaite declared an interest that Mr Varley does her garden.</p>

<p>ITEM 5.</p>	<p>To approve as a correct record and sign by the Chair of the Minutes of the meeting:- LGA 1972 Sch 12 para 41(1)</p> <p>Personnel Committee meetings held :- 12th October 2021</p> <p>RESOLVED:- that minutes of the meeting 12 October 2021 were approved as a correct record to be signed by the chair. Nem con</p>
<p>ITEM 6.</p>	<p>To receive and note for discussion the proposals for staffing to form item 9 the budget setting for 2022/2023:</p> <p>a) Training budget for staff RECOMMEND:- that the training budget for staff for 2022-23 be £2,000 Unanimous</p> <p>b) Incremental / inflation increases on staffing during the next financial year (to note 2020/21 pay increase has still not been agreed) RECOMMEND:- that the budget line for wages for staff be i) adjusted by 2% this financial year to account for the lack of agreement on the wage increase. ii) further adjusted by 2% as an allowance for a wage increase 2022/23. Unanimous</p> <p>c) Impact of any recruitment costs to form budgeting for 2022/2023 RECOMMEND:- that Full Council begins the recruitment process as soon as possible for a Responsible Financial Officer for a fixed term contract for a year initially with a view to being made permanent for 20 hours per week commencing on scale point 27 through to 31. Unanimous FURTHER RECOMMEND:- That the Personnel committee conduct a review of the council with the Chair of Personnel, the Chair of the Council and the Clerk with recommendations for future staffing. ii) this should be started within 3 months. Unanimous</p> <p>It was noted that this should include all members of staff</p> <p>The implication on staff if council manage the allotment site was discussed and the Clerk was asked to calculate an approximate figure for the Asset Maintenance Manager to maintain the site.</p>
<p>Item 7.</p>	<p>To confirm present staffing of the Council office.</p> <p>The members of the committee discussed resources and staffing of the office.</p> <p>RECOMMEND:- that i) the staff produce a rota for the office with hours and cover. ii) council investigate an equipment package with a desktop computer, a wireless printer with an efficient scanner. Unanimous</p>
<p>Item 8.</p>	<p>To note suggestions and recommendations to Full Council from the Personnel to enable accurate budgeting for the financial year 2022-2023.</p> <p>Cllr Thwaite asked for the Inventory for the Asset Maintenance Manager to be on the next agenda – members asked for the contract to be sent out with the papers.</p>

Item 9.	<p>To exclude members of the public and press</p> <p>Staffing issues – report from the Clerk</p> <p>RESOLVED: that in view of the confidential nature of the business to be transacted (staffing) under Section 1 of the Public Bodies (Admissions to meetings) Act 1960, the public and press be temporarily excluded from the meeting whilst matters pertaining to these items are discussed. Unanimous.</p> <p>Cllr Limbert left part way through this item</p> <p>RECOMMEND: that everyone i) considers communication very carefully, abiding by our communication policy. ii) emails are marked according to our policy, For your Information if it is giving information, For your Action if it requires action, or if it is urgent, that we mark it so. If staff do not require a response, that it is also clearly marked so.</p> <p style="text-align: right;">Unanimous</p>
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Meeting ended at 9.40pm

Signed by the Chair..... Date.....

Minutes taken by the Clerk