



SHERBURN IN ELMET PARISH COUNCIL

DRAFT Minutes of the SEPC Personnel Committee meeting held Monday 23 May 2022 at 7.15pm in Eversley Park Centre, Sherburn in Element.

Present: Councillor Gary Limbert, Councillor Peter Baumann, Councillor Malcolm Ward and 1 member of the public.

In attendance:

Nicola Moorcroft (Locum Clerk) via MS Teams

<p>Item 1/MAY230 522.</p>	<p>Apologies:</p> <p><i>a. To receive and note apologies for absence.</i></p> <p>RESOLVED That it be apologies from Councillor Town be received and noted.</p> <p><i>b. To consider reasons for absence received</i></p> <p>RESOLVED That the reason for Councillor Town's absence be received and approved.</p>
<p>Item 2/MAY230 522.</p>	<p>Declarations of Interest:</p> <p><i>a. To receive Declarations of Interests from Members</i> There were none</p> <p><i>b. To consider any dispensation requests received</i> There were none</p>
<p>Item 3/MAY230 522.</p>	<p>Election of Personnel Committee Chairman:</p> <p><i>a. To appoint a Chairman to Personnel Committee</i> RESOLVED: That Councillor Peter Baumann be appointed as Chairman of SEPC Personnel Committee for this Municipal Year</p> <p><i>b. To appoint a Vice Chairman to Personnel Committee</i> RESOLVED: That Councillor Gary Limbert be appointed as Vice Chairman of SEPC Personnel Committee for this Municipal Year</p>
<p>Item 4/MAY230 522.</p>	<p>Minutes:</p> <p><i>a. To approve minutes of Personnel Committee Meeting held 3 May 2022, as a true and accurate record of that meeting</i></p>

	<p>RESOLVED: That the minutes of the SEPC Personnel Committee Meeting held 3 May 2022, be approved as a true and accurate record of that meeting</p>
<p>Item 5/MAY230 522.</p>	<p>General Staffing Matters:</p> <p><i>a. To receive an update and consider necessary actions relating to access to HMRC, pension, and wage payments.</i></p> <p>RESOLVED: That the update provided by Councillor Bauman regarding HMRC, pension and wage payments be received.</p> <p><i>b. To consider outsourcing payroll provision</i></p> <p>RESOLVED: That given the examples of costing provided by the Locum Clerk that the outsourcing of payroll be approved by this Committee. The Locum Clerk provides costing to the SEPC Finance and Governance Committee for approval.</p> <p><i>c. To receive an update on the current staffing situation.</i></p> <p>RESOLVED: That the update provided by Councillor Bauman regarding the current staffing situation at SEPC be received</p> <p><i>d. To approve staff timesheets and consider overtime/TOIL records</i></p> <p>RESOLVED: That timesheets received be approved.</p> <p>That this Committee notes that there are no current requests for overtime or reported TOIL</p> <p>That the Locum Clerk investigates cloud/app-based HR reporting for timesheets/annual leave, etc and presents a report to the next meeting of this Committee.</p> <p><i>e. To consider staff annual leave requests</i></p> <p>RESOLVED: That annual leave request submitted by The Asset Maintenance Manager (AMM), be approved.</p> <p>SEPC to ensure cover for AMM daily tasks whilst he is on leave.</p> <p><i>f. To consider training and development requests.</i></p>

	<p>RESOLVED: That RoSPA Playsafety training for the AAM be approved.</p> <p><i>g. To approve schedule of work for Asset Maintenance Manager</i></p> <p>RESOLVED: That the HR/Personnel Committee work with the Asset Management and Events Committee to produce a schedule of work for the AMM. To include all the responsibilities and to be tasks covered by the post holders on a daily/weekly/monthly and annual basis.</p>
<p>Item 6/MAY230 522.</p>	<p>Sherburn in Elmet Parish Council Staff Vacancies:</p> <p><i>a. To consider detailed job description for Executive Officer post</i> RESOLVED: That the job description circulated includes all potential responsibilities of the Executive Officer, a preference for CiLCA qualification but a commitment to undertaking the qualification if the latter has not been achieved.</p> <p><i>b. To consider relevant NJC pay scale range for Executive Officer post</i> RESOLVED: That the NJC range to be advertised is LC 3 substantive salary range - SCP scales 37- 41 (£21.63 -£23.73 per hour). Starting SCP to be awarded according to relevant skills, experience and qualifications</p> <p><i>c. To consider person specification for Executive Officer post</i> RESOLVED: That the person specification circulated includes CiLCA qualification as desirable and includes 'proficient in use of Microsoft Offices packages and email' and HR experience/team building as essential skills.</p> <p><i>d. To consider wording of advertisement for Executive Officer post.</i> RESOLVED: That the person specification circulated includes reference to ability to build a team from scratch and weekly meetings.</p> <p>Starting contracted hours – 20 per week (subject to review)</p> <p><i>e. To consider advertising strategy (and budget) for Executive Officer post</i> RESOLVED: That the budget for advertising be set at £500.</p> <p>That the post be advertised at as many of the following as possible, within the budget, to be determined by Locum Clerk:</p> <ul style="list-style-type: none"> • YLCA • SLCC • SEPC website and social media platforms • NALC • Indeed

	<ul style="list-style-type: none"> • Linked In • Selby District Council, Leeds City Council and York City Council • Monster • Total Jobs <p>f. To consider all matters related to the recruitment procedure for the Executive Officer post RESOLVED: That the closing date for receipt of applications is 5pm on Monday 20 June 2022</p> <p>A meeting of the SEPC HR/Personnel Committee will be convened for 23 June 2022 to consider applications received.</p> <p>Three members of the SEPC HR/Personnel Committee will be the Interview Panel (3 to be agreed at the Committee meeting on 23 June)</p> <p>Interviews will be held in the week commencing Monday 27 June 2022 Second stage of the recruitment process will be at an Extra Ordinary Meeting of Sherburn in Elmet Parish Council on Monday 4 July 2022</p> <p>g. To approve contract terms for Locum RFO RESOLVED: That the Locum RFO be offered the same contractual terms as Locum Clerk for 7 hours per week. Fixed term 6 May 2022 to 31 August 2022</p>
<p>Item 7/MAY230 522</p>	<p>Exclusion of the press and public:</p> <p><i>To consider exclusion of the press and public by virtue of Public (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed as such, publicity of which is considered to be prejudicial to the public interest (agenda items 8 a-c only)</i></p> <p>RESOLVED: That the press and public be excluded from this Committee meeting, by virtue of Public (Admission to Meetings) Act 1960, due to the confidential nature of the business to be discussed as such, publicity of which is considered to be prejudicial to the public interest (agenda items 8 a-c only)</p>
<p>Item 8/MAY230 522</p>	<p>Additional Staffing Matters:</p> <p><i>a. To consider report on Asset Maintenance Manager hours</i></p> <p>RESOLVED: That the report provided by Councillor Bauman be received.</p> <p>That any overpayment prior to 2022 be acknowledged and, as a sign of goodwill, not clawed back.</p> <p>That authorised overtime be acknowledged and hours recompensed in the following way:</p>

	<p>50% paid at hourly rate less overpayment in 2022</p> <p>50% be taken as TOIL preferably taken over 'off peak' periods of the year.</p> <p><i>b. To approve final salary payments for outgoing staff</i></p> <p>RESOLVED: That the final salary for the former clerk and deputy clerk be approved.</p> <p><i>c. To establish HR/Personnel sub-committee as provided for by Committee Terms of Reference</i></p> <p>RESOLVED: That Locum Clerk and Locum RFO collate evidence and present a report to the next meeting of SEPC HR/Personnel Committee prior to moving forward with establishment of a panel or sub-committee.</p>
<p>Item 9/MAY230 522.</p>	<p>Next meeting of Sherburn in Elmet Parish Council Personnel Committee</p> <p><i>To confirm date, time and venue for next meeting of Sherburn in Elmet Parish Council Personnel Committee</i></p> <p>RESOLVED: That the next meeting of SEPC HR/ Personnel Committee be held on Monday 23 June 2022</p>

Meeting closed at 9.25pm