



## SHERBURN IN ELMET PARISH COUNCIL

**DRAFT** Minutes of the SEPC Personnel Committee meeting held Monday 8 August 2022 at 7.15pm in Eversley Park Centre, Sherburn in Element.

**Present:** Councillor Peter Baumann, Councillor Malcolm Ward, Councillor Sarah Bradder and Councillor Alex Tant-Brown

**In attendance:**  
Nicola Moorcroft (Locum Clerk) via MS Teams

<p><b>Item 1/August/22.</b></p>	<p><b>Apologies:</b></p> <p><i>a. To receive and note apologies for absence.</i></p> <p><b>RESOLVED</b></p> <p>That apologies for absence from Councillor Gary Limbert be received and noted.</p> <p><i>b. To consider reasons for absence received</i></p> <p><b>RESOLVED</b></p> <p>That the reason for absence submitted by Councillor Limbert be approved.</p>
<p><b>Item 2/August/22.</b></p>	<p><b>Declarations of Interest:</b></p> <p><i>a. To receive Declarations of Interests from Members</i></p> <p>Councillor Tant-Brown declared a personal interest in item 6a and intimated that he would take no part in the discussion or voting on this matter</p> <p><i>b. To consider any dispensation requests received</i></p> <p>There were none.</p>
<p><b>Item 3/August/22.</b></p>	<p><b>Minutes:</b></p> <p><i>a. To approve minutes of Personnel Committee Meeting held 4 July 2022, as a true and accurate record of that meeting</i></p>

Signed..... Date: .....

	<p><b>RESOLVED:</b> That, the minutes of Personnel Committee Meeting held 4 July 2022, be approved as a true and accurate record of that meeting</p>
<p><b>Item 4/August/22.</b></p>	<p><b>General Staffing Matters:</b></p> <p><b><i>a. To approve staff timesheets and consider overtime/TOIL records</i></b></p> <p><b>RESOLVED</b></p> <p>That all timesheets received, be approved.</p> <p>That up to 20 hours of additional hours work be approved (up to end of fixed term contract) for the Locum RFO, be approved.</p> <p>That is be noted that no further TOIL or overtime requests had been received.</p> <p><b><i>b. To consider staff annual leave requests</i></b></p> <p><b>RESOLVED</b></p> <p>That leave request from Litter Picker be approved on the proviso that any leave deficit be made up as time worked in lieu of annual leave allocation.</p> <p><b><i>c. To consider training and development requests.</i></b></p> <p><b>RESOLVED</b></p> <p>That the request from Councillor Limbert (Planning Reform) be approved</p> <p>That attendance at the following YLCA courses be approved for members SEPC Personnel Committee :</p> <p>Essentials of Employment Law Managing Grievance and Discipline</p> <p>That attendance on the following course be approved for all SEPC Asset management and Events Committee members:</p> <p>Allotment Management</p> <p><b><i>d. To consider personnel matters arising from the Asset Management and Events Committee Meeting held 01/08/22.</i></b></p>

Signed..... Date: .....

***Compliance with Working Time Regulations:***

Staff member working 7 days per week in contravention of Working time Regulations

**RESOLVED**

That this be addressed as soon as possible (latest being, annual appraisal) with a suggestion that tasks be shared with other staff member.

***Reduction of accrued TOIL:***

**RESOLVED**

That the staff member reduces hours by 10 hours per week, for a set period, to reduce TOIL accrued.

***Alternative arrangements for gate closing:***

**RESOLVED**

That this Committee recommend to SEPC meeting on 15 August consideration of alternative arrangements for gate closing.

***Amendments to current job descriptions and contracted hours:***

**RESOLVED**

That, in conjunction with input from the Asset Management and Events Committee, current job descriptions are revised to ensure they are fit for purpose.

That the Asset Management and Events Committee is tasked with providing a full schedule of work for each asset prior to appraisals in September

That negotiations with staff members regarding any substantial changes to job descriptions will commence with appraisals scheduled for September.

That negotiations with staff members regarding any changes to contracted hours will commence with appraisals scheduled for September.

That staff appraisals be undertaken prior to September meeting of this Committee.

<p><b>Item 5/August/22.</b></p>	<p><b>Exclusion of the press and public:</b></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 6 and 7 only)</i></p> <p><b>RESOLVED</b></p> <p>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 6 and 7 only).</p>
<p><b>Item 6/August/22.</b></p>	<p><b>Sherburn in Elmet Parish Council Staff Vacancies:</b></p> <p><i>a. To consider applications received for post of SEPC Executive Officer and short list for interview.</i></p> <p>The Committee considered the application and CV received for this vacant post.</p> <p><b>RESOLVED</b></p> <p>That the applicant did not meet to criteria for the Executive Officer post.</p> <p>That the applicant's skill set would be better suited to a Deputy/Assistant Clerk role.</p> <p>That the above be communicated to the applicant</p> <p><i>b. To consider all further matters related to the recruitment procedure for the Executive Officer post.</i></p> <p><b>RESOLVED</b></p> <p>That the Personnel Committee recommend to SEPC the sourcing of a Head-hunter/Recruitment Agency or alternative options, to assist with recruitment to Executive Officer post</p> <p>That the Personnel Committee recommend to SEPC approval of delegation to the Personnel Committee, spending beyond the budget limit for further costs associated with the recruitment of an Executive Officer</p> <p><i>c. To consider applications received for post of SEPC RFO and short list for interview.</i></p> <p><b>Councillor Tant -Brown left the meeting at this point.</b></p>

Signed..... Date: .....

	<p>The Committee considered the application and CV received for this vacant post.</p> <p><b>RESOLVED</b></p> <p>That the applicant be offered the post subject to an informal interview to clarify the following:</p> <ul style="list-style-type: none"> <li>• Expected pay range</li> <li>• Commencement date</li> <li>• Support for CiLCA qualification</li> </ul> <p><b><i>d. To consider all further matters related to the recruitment procedure for the RFO post.</i></b></p> <p><b>RESOLVED</b></p> <p>That, subject to the above, the appointment of the applicant be approved at meeting of SEPC on 15 August 2022</p> <p><b>Councillor Tant -Brown rejoined the meeting at this point.</b></p>
<p><b>Item 7/August/22.</b></p>	<p><b>Additional Staffing Matters:</b></p> <p><b><i>a. To consider matters related to former staff.</i></b></p> <p><b>RESOLVED</b></p> <p>That NEST pension contributions be paid by SEPC where staff have already received final salary payments.</p>
<p><b>Item 8/August/22.</b></p>	<p><b>Next meeting of Sherburn in Elmet Parish Council Personnel Committee</b></p> <p><b><i>a. To confirm date, time and venue for next meeting of Sherburn in Elmet Parish Council Personnel Committee</i></b></p> <p><b>RESOLVED:</b></p> <p>That the next meeting of Sherburn in Elmet Parish Council Personnel Committee is Monday 5 September 2022 at 7.15pm</p>

Signed..... Date: .....