



SHERBURN IN ELMET
TOWN COUNCIL

Council Office,
Eversley Park Centre,
Low Street,
Sherburn in Elmet
LS25 6BA

**Minutes of the SETC Personnel Committee meeting held
Wednesday 28 September 2022 at 7.15pm in Eversley Park Centre,
Sherburn in Element.**

Present: Councillor Peter Baumann, Councillor Sarah Bradder and Councillor Gary Limbert

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

Item 1/Sept/22.	<p>Apologies:</p> <p><i>a. To receive and note apologies for absence.</i></p> <p>RESOLVED</p> <p>That apologies for absence from Councillor Malcolm Ward, and Councillor Alex Tant-Brown be received and noted.</p> <p><i>b. To consider reasons for absence received</i></p> <p>RESOLVED</p> <p>That the reason for absence submitted by Councillor Ward be approved.</p>
Item 2/Sept/22.	<p>Declarations of Interest:</p> <p><i>a. To receive Declarations of Interests from Members</i></p> <p>There were none.</p> <p><i>b. To consider any dispensation requests received</i></p> <p>There were none.</p>
Item 3/Sept/22.	<p>Minutes:</p> <p><i>a. To approve minutes of Personnel Committee Meeting held 8 August 2022, as a true and accurate record of that meeting</i></p> <p>RESOLVED:</p>

Signed..... Date:

	<p>That the minutes of Personnel Committee Meeting held 8 August 2022 be approved as a true and accurate record of that meeting</p>
<p>Item 4/Sept/22.</p>	<p>General Staffing Matters:</p> <p><i>a. To approve staff timesheets and consider overtime/TOIL records</i></p> <p>RESOLVED</p> <p>That all timesheets received, be approved.</p> <p>That it be noted that no further TOIL or overtime requests had been received.</p> <p>That it be noted that all annual leave allocation had been amended due to additional bank holiday awarded for the late Queen’s funeral.</p> <p><i>b. To consider staff annual leave requests</i></p> <p>RESOLVED</p> <p>That it be noted, there were no new requests for annual leave.</p> <p><i>c. To consider training and development requests.</i></p> <p>RESOLVED</p> <p>That it be noted, there were no new requests to attend training and development events.</p> <p><i>d. To consider personnel matters arising from the Asset Management and Events Committee Meeting held 05/09/22.</i></p> <p>RESOLVED</p> <p>That it be noted, appraisals were mentioned at the Asset Management and Events Committee Meeting held 05/09/22, such are considered at Item 7 b below</p> <p><i>e. To approve the adoption of SETC Dignity at Work Policy (based on Civility and Respect Pledge Model)</i></p> <p>RESOLVED</p> <p>That SETC Dignity at Work Policy (based on Civility and Respect Pledge Model) be adopted, displayed on the website and added to the SETC Employment Pack.</p>

Signed..... Date:

<p>Item 5/Sept/22.</p>	<p>Sherburn in Elmet Town Council Staff Vacancies:</p> <p><i>a. To consider recruitment strategy for vacant Executive Officer post</i></p> <p>RESOLVED</p> <p>That SETC ‘actively recruit’ for this role and do not attach any deadline for receipt of applications.</p> <p>That the vacancy id advertised with the following:</p> <p>YLCA City of York Council Leeds City Council Selby District Council University of York University of Leeds LinkedIn Indeed</p> <p><i>b. To consider all further matters related to the recruitment procedure for the Executive Officer post.</i></p> <p>RESOLVED</p> <p>That all further matters regarding recruitment procedure are determine once applications are received.</p> <p><i>c. To consider potential recruitment for Admin Support role.</i></p> <p>RESOLVED</p> <p>That SETC offer post of Administrative and Projects Officer to former Deputy Clerk.</p> <p>That the post be offered for 15 hours a week</p> <p>That the post be offered at NJC SCP 24</p> <p>That the post be on a six-month fixed term contract</p> <p>That the start date is 3 October 2022</p> <p><i>d. To consider potential recruitment for Facilities Operator role</i></p> <p>That this matter be considered by Asset Management and Events Committee meeting to be held Monday 3 October 2022.</p>
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Signed..... Date:

<p>Item 6/Sept/22.</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 item 7 only)</i></p> <p>RESOLVED</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>Item 7/Sept/22.</p>	<p>Additional Staffing Matters:</p> <p><i>a. To consider matters related to former staff.</i></p> <p>RESOLVED</p> <p>That the SAR is responded to in the required timeframe</p> <p>That all other matters are concluded as a matter of urgency.</p> <p><i>b. To consider SETC staff appraisals and action required</i></p> <p>RESOLVED</p> <p>That Councillor Baumann and Councillor Bradder carryout the outstanding staff appraisals.</p> <p>All actions highlighted from the above and appraisals already carried out to be actioned at next meeting of SETC Personnel Committee.</p>
<p>Item 8/Sept/22.</p>	<p>Next meeting of Sherburn in Elmet Town Council Personnel Committee</p> <p><i>a. To confirm date, time and venue for next meeting of Sherburn in Elmet Town Council Personnel Committee</i></p> <p>RESOLVED:</p> <p>That the next meeting of Sherburn in Elmet Town Council Personnel Committee is Monday 10 October 2022 at 7.15pm</p>

Meeting closed at 9pm

Signed..... Date: