



**SHERBURN IN ELMET
TOWN COUNCIL**

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

**DRAFT Minutes of the SETC Personnel Committee meeting held
Monday 10 October 2022 at 7.00pm in Eversley Park Centre,
Sherburn in Elmet.**

Present: Councillor Peter Baumann, Councillor Gary Limbert, Councillor Alex Tant-Brown

In attendance: None

Meeting started at 7.00pm

<p>Item 1/Pers/October /22.</p>	<p>Apologies:</p> <p><i>a. To receive and note apologies for absence.</i></p> <p>RESOLVED That apologies for absence from Councillors Malcolm Ward and Sarah Bradder be received and noted.</p> <p><i>b. To consider reasons for absence received</i></p> <p>RESOLVED That the reason for absence submitted by Councillors Ward and Bradder be approved.</p>
<p>Item 2/Pers/October /22.</p>	<p>Declarations of Interest:</p> <p><i>a. To receive Declarations of Interests from Members</i></p> <p>Cllr Baumann declared an interest in item 4c (as the training relates to him).</p> <p><i>b. To consider any dispensation requests received</i></p> <p>There were none.</p>
<p>Item 3/Pers/October /22.</p>	<p>Minutes:</p> <p><i>a. To approve minutes of Personnel Committee Meeting held 28 September 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 28 September 2022 be approved as a true and accurate record of that meeting</p>
<p>Item 4/Pers/October /22.</p>	<p>General Staffing Matters:</p> <p><i>a. To approve staff timesheets and consider overtime/TOIL records</i></p> <p>RESOLVED That all timesheets received, be approved. That it be noted that no further TOIL or overtime requests had been received.</p> <p><i>b. To consider staff annual leave requests</i></p> <p>RESOLVED That the annual leave request received from the AMM be approved.</p> <p><i>c. To consider training and development requests.</i></p> <p>Councillor Baumann noted the following training sessions of interest:</p> <p style="padding-left: 40px;">ACAS — Management Training & Appraisals (£115/person) YLCA — FOIA YLCA — Local Council Powers: S137 and General Powers of Competence YLCA — Data Protection & GDPR</p> <p><i>No vote took place as this part of the item would be inquorate.</i></p> <p>RESOLVED That the AMM is asked to supply an invoice for ROSPA training to RFO (so that the Council can cover the costs), and also provide the certificate of completion for the Council’s records.</p> <p>RESOLVED To approve ILCA training (£120+VAT) for the Administration & Projects Officer, to start as soon as possible. Additional 10 hours to complete the training will be paid upon completion of the course. Training to be done outside of contracted 15hrs/week.</p>

Signed..... Date:

<p>Item 5/Pers/October /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 items 6 and 7 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 6 and 7 only).</p>
<p>Item 6/Pers/October /22.</p>	<p>Sherburn in Elmet Parish Council Staff Vacancies:</p> <p><i>a. To consider applications received for vacant Executive Officer post</i></p> <p>There were none (due to the short timeframe since the job ads were redistributed).</p> <p><i>b. To consider all further matters related to the recruitment procedure for the Executive Officer post.</i></p> <p>Job vacancy currently advertised across Indeed, LinkedIn & YLCA. Other local authorities and universities have been contacted about advertising job.</p> <p>RESOLVED To approve payment of £195 + VAT for 2 weeks' front & inner-page feature, and website placement, in Yorkshire Recruitment Today.</p>
<p>Item 7/Pers/October /22.</p>	<p>Additional Staffing Matters:</p> <p><i>a. To consider matters related to former staff.</i></p> <p>RESOLVED: To note SAR has received a full response.</p> <p>RESOLVED: To note HMRC correspondence and confirmation that the correct procedures have been followed.</p> <p>RESOLVED: To approve final payment of outstanding Overtime and Annual Leave, and process any remaining NEST pension contributions. Aim for this to be processed alongside October payroll. 2 for, 1 abstention.</p>

Signed..... Date:

	<p>RESOLVED: To generate P45 paperwork for the former employee.</p> <p><i>b. To consider SETC staff appraisals and action required</i></p> <p>To note that the RFO and Chair of Personnel have completed the Facilities Operator's appraisal. Employee is available for up to 6 hours beyond current contract agreement.</p> <p>RESOLVED: That members of the Personnel Committee investigate current field staff workloads to establish whether field activities could be delegated to the Facilities Operator. Findings to be brought to the Full Council meeting on 17th October.</p> <p>RESOLVED: To purchase an iPad (or similar android tablet) to facilitate the completion of regular (signed) maintenance reports by the AMM, up to a value of £500 using funds from the 'IT' budget. Exact choice of make and model delegated to RFO, but committee happy with a refurbished model given that it will be used in the field. £500 budget to include a rugged case and stylus. Councillor Tant-Brown happy to sit down with AMM for any technical support.</p>
<p>Item 8/Pers/October /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: That the committee will meet on an ad-hoc basis given current staff workloads and ongoing active recruitment cycle. Committee to monitor staff workloads and meetings will be called should any personnel matters arise.</p>

Meeting closed 8:24

Signed..... Date: