



Minutes of an Ordinary Meeting of SHERBURN IN ELMET PERSONNEL COMMITTEE

Committee: Personnel Committee

Date: Monday 6th February 2023

Time: 6pm

Venue: The Cream Room, Eversley Park Centre, Low Street,
Sherburn in Elmet, LS25 6BA

Attendance: Cllr P. Baumann (Chairman), Cllr G. Limbert, Cllr M. Redhead, Cllr S. Bradder. There were no members of the press or public present.

Staff: The Clerk

The Meeting opened at 6pm.

MINUTES.

<p>Item 1/Pers/February/23</p>	<p>To receive and approve reasons for absence</p> <p>a) To receive and note apologies for absence. Cllr M Ward provided his apologies in advance.</p> <p>b) To consider approving reasons for absence Resolution; to approve and accept the reasons for absence from Cllr Malcolm Ward. Unanimous.</p>
<p>Item 2/Pers/February/23</p>	<p>To note Dispensation Requests</p> <p>Any written requests for dispensation the Clerk may have received from Councillors. None received</p>
<p>Item 3/Pers/February/23</p>	<p>To receive Declarations of Interests from Members</p> <p>a) To receive Declarations of Interests from Members not already declared under members Code of Conduct or members register of interests, in any business to be transacted. None received</p> <p>b) To consider any dispensation requests received. None received.</p>
<p>Item 4/Pers/February/23</p>	<p>Public Speaking Session (20 Minutes)</p> <p>Members of the public and representatives from other organisations are invited to speak during this session. We ask that each person keeps the presentation short. (<3 mins). None Present.</p>
<p>Item 5/Pers/February/23</p>	<p>a) To approve as a correct record the Minutes of the Personnel Committee Meeting held on 12th December 2022 as a true and accurate record of that meeting. <i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i></p>

Signed.....Date.....

	<p>Resolution: That the minutes of the Personnel Committee Meeting held on 12th December 2022 be approved as a true and accurate record of that meeting. Unanimous</p>
<p>Item6/Pers/February/23</p>	<p>General Staffing Matters.</p> <p>a) To receive a staffing update from the Chair of the Personnel Committee. The chair gave a brief update on staffing, however the majority of his report was already contained in the following agenda items.</p> <p><i>Members considered the exclusion of the press and public by virtue of the Public (Admission to Meetings) Act 1960 for items 6b to 7b, due to the confidential nature of the business to be discussed as such, publicity of which is to be considered to be prejudicial to the public interest.</i></p> <p>RESOLVED: <i>To exclude the press and the 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 to be considered to be prejudicial to the public interest.</i></p> <p>a) To approve staff timesheets and consider overtime/TOIL records. RESOLVED: That it be recognised that the excess hours were as a result of being short staffed for a period of time and therefore it will be recommended to Full Council that TOIL accumulated by administration staff be paid in line with the Council’s hours of work policy. It should be recognised that this is a one off.</p> <p>RESOLVED: That all other TOIL should be utilised.</p> <p>RESOLVED: That in future, TOIL should not be accumulated without approval from the personnel committee/line manager, or where flexible working has been agreed formally.</p> <p>b) To consider staff hours. RESOLVED- The Administration and Projects Officer be offered up to 7.5 hours additional per week until the 31st March 2023. If they do not wish to work these hours, the hours may be allocated between the other staff.</p> <p>RESOLVED- A review of the administrative workload be undertaken by the Executive Officer and Personnel Committee, with a view to assessing the hours required to operate the Council Office.</p>

Signed.....Date.....

	<p>c) To approve transferring a temporary contract to a permanent contract. RESOLVED- That the Administration and Projects Officer be offered a permanent contract for 15 hours a week with effect from the 1st April 2023. The hours being subject to increase dependent on the results of the review into the administrative workload.</p> <p>d) To consider staff annual leave requests. The meeting noted the amount of leave remaining, with the deadline for taking leave being the 31st March. Following discussion, it was agreed that-</p> <p>RESOLVED- that all administration officers may carry over unused leave into 2023/24. Leave should be allocated as soon as possible (where possible by 31st March 2023) to ensure that a viable plan is in place to use entitlement. This is in recognition of the heavy workload that they have undertaken whilst the office has been short staffed.</p> <p>RESOLVED- that all other staff must ensure that their leave is taken, other than the week that is allowable to be rolled over, by the 31st March. It is recognised that this may cause operational difficulties, but Councillors have offered to assist where necessary.</p> <p>e) To consider training and development requests. RESOLVED- It was agreed to purchase the following books form the Society of Local Council Clerks- The Charity Treasurer's handbook £14.41, The Charity Trustee's handbook £14.41, Town and Parish Councils VAT Guide £29.50, The Law of Allotments - £24.80 and, The Power of Neighbourhood Planning £24.50, As the books would be purchased via an SLCC member, they would be subject to a 20% discount.</p> <p>RESOLVED- It was agreed to support the RFO in allowing three hours a week study time in order to complete the CILCA qualification from her existing hours.</p> <p>The meeting noted that a number of Courses had already been completed by the Executive Officer, with a request for a few more.</p> <p>RESOLVED- That the Executive Officer be authorised to book the Following- The Society of Local Council Clerks Minutes and Agendas Course (£60) and the New Clerk Series- Four courses throughout the year (£20 each.)</p>
	<p>Policy and HR</p> <p>a) To consider any necessary updates to existing HR Documents. There were no updates to be considered at this time.</p>

Signed.....Date.....

	<p>b) To consider any necessary updates to existing Personnel Documents. It was noted that there were Personnel documents that required updating and the Executive Officer had started working through this matter. A report would be provided at the next Personnel Meeting.</p>
<p>Item8/Pers/February/23</p>	<p><i>Members considered reversing the exclusion of the press and public by virtue of the Public (Admission to Meetings) Act 1960 for the remainder of the business as the confidential business had concluded.</i></p> <p>RESOLVED: To reverse the exclusion of the press and the public by virtue of Public (Admission to Meetings) Act 1960 as the confidential business had concluded.</p> <p>a) To note current budget position for 2022-23 The meeting noted the current budget position for staffing.</p> <p>b) To consider the payment of staff subscriptions to the Society of Local Council Clerks. RESOLVED- Sherburn in Elmet Town Council will pay the subscription fees for three administration staff in the region of £600.</p>
<p>Item9/Pers/February/23</p>	<p>Next Meeting of Sherburn in Elmet Town Council Personnel Committee</p> <p>a) To confirm a date, time and venue for next meeting of the Personnel Committee. RESOLVED- That the next Personnel Committee to be held on the 6th March 2023. The meeting ended at 19.10.</p>

Signed.....Date.....