



Minutes of an Ordinary Meeting of SHERBURN IN ELMET PERSONNEL COMMITTEE

Committee: Personnel Committee

Date: Monday 6th March 2023

Time: 7pm

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 RFO

Minutes

Item10/Pers/ February/23	<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 reason for absence: Resolution: to approve and accept the reasons for absence from Cllr Malcolm Ward.</p>
Item11/Pers/ February/23	<p>To note Dispensation Requests</p> <p>Any written requests for dispensation the Clerk may have received from Councillors. None Received</p>
Item12/Pers/ February/23	<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. Cllr Baumann- training item.</p> <p>b. To consider any dispensation requests received. None received.</p>
Item13/Pers/ February/23	<p>Public Speaking Session (20 Minutes) NONE</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).</p>
Item14/Pers/ February/23	<p>a) To approve as a correct record the Minutes of the Personnel Committee Meeting held on the 6th February 2023. <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 the 6th February 2023 be approved as a true and accurate record of that meeting. Unanimous.</p> <p>Cllr Limbert withdrew from the meeting.</p>
<p>Item15/Pers/ February/23</p>	<p>To receive and consider staffing recommendations from the Executive Officer.</p> <p>Members considered the exclusion of the press and public by virtue of the Public (Admission to Meetings) Act 1960 for item 6 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.</p> <p>RESOLVED: 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</p> <p>The Executive Officer provided a confidential verbal report.</p> <p>RESOLUTION- That 3 Councillors (Baumann, Bradder and Redhead) form a Grievance Panel Cllr Baumann to Chair the panel.</p> <p>Cllr Limbert returned to the Meeting.</p> <p>The Executive Officer reported that Sherburn in Elmet had previously discussed an agreed the Civility and Respect pledge. The Council adopted the pledge, but the pledge organisers had not been notified.</p> <p>Resolution: That the Executive Officer contact NALC to progress the matter of signing and agreeing the Civility and Respect Pledge.</p>
<p>Item16/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 ran through a brief report, noting that the majority would be covered in other areas.</p> <p>b) To approve staff timesheets and consider overtime/TOIL records. The meeting viewed timesheets noted that they are significantly higher than contracted hours. It was agreed that hours would need to be monitored and reviewed.</p> <p>Resolution: That the Administration and Projects Officer be offered additional hours, up to a 37 hour working week to the end of the financial year, in order to assist with working through any backlog. Resolution: That additional TOIL worked by staff up to the 31st March 2023 will be paid.</p>

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

c) To consider staff annual leave requests.

Dates have been set aside allocating holiday, as previously requested. The Executive officer had requested leave in April, however due to the meeting schedule, it was proving difficult. The meeting agreed that there might need to be some flexibility and movement of meetings in order to facilitate the request.

d) To consider training and development requests.

Cllr Baumann stated that he had spotted a few courses that might be of interest. The meeting discussed training policy and budget. It had been established that new Councillors were obliged to complete the course "Off to a Flying Start" offered by YLCA.

Resolution: That YLCA Emails be forwarded on to all Councillors.

Resolution: That new Councillors be sent details for the new Councillors training course. All Councillors should be offered this course if they haven't already attended it.

Councillor Baumann withdrew from the meeting whilst his training request was discussed.

Resolution: That Cllr Baumann attend a procurement course.

Councillor Baumann returned to the meeting.

Resolution: that the Executive Officer attend an AGAR course, that The Asset Maintenance Manager attend a Playground Inspection Course (if he didn't have up to date training).

Resolution: That training records be kept for all Officers and Councillors.

Resolution: That the Clerk establish whether a First Aid Training course could be arranged for all Councillors and staff who are interested.

Resolution: That the Clerk request a copy of the Asset Maintenance Managers ROSPA Certificate and the Council will pay for the training.

It was agreed that consideration be given to asking YLCA to undertake a course for all Councillors, tailored to Sherburn's requirements.

e) To note increase in cleaner fees for Eversley Park Centre.

The committee noted that the Eversley Park Centre has informed the Town Council that cleaning fees will increase from £20 to £28.60 per month going forward. The meeting agreed that the service represented value for money.

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

	<p>f) To consider staff workloads and tasks.</p> <p>The meeting noted that there was a backlog of work and discussed the best way to resolve this. It was agreed that in future, consideration be given to assessing the resources required for projects prior to their commencement to ensure that using staff resources to complete the project was more viable to outsourcing the work.</p> <p>RESOLUTION- That the Executive Officer meet with the Asset Maintenance Manager once a week to compile a schedule of work. UNANIMOUS</p> <p>RESOLUTION- That all resolutions of all meetings are allocated to staff on a spreadsheet/ to do list. UNANIMOUS</p> <p>RESOLUTION- That the Executive Officer ensure that the list of outstanding tasks provided for this meeting be allocated between staff to ensure that they are completed.</p>
<p>Item17/Pers/ February/23</p>	<p>Policy and HR</p> <p>a) To consider any necessary updates to existing HR Documents. The meeting noted that there were no updates. 8</p> <p>b) To consider any necessary updates to existing Personnel Documents. The meeting noted that there were no updates.</p>
<p>Item18/Pers/ February/23</p>	<p><u>To discuss and consider a payroll system.</u></p> <p>The meeting discussed the potential benefits to using Sage Payroll and agreed that it should be investigated further, before the end of the financial year when the existing system needs to be changed anyway.</p> <p>Resolution- That the RFO investigate the implementation of Sage Payroll software, with a view to activating the free trial. It was also agreed to establish the exact cost as this was unclear on the website, but thought to be between £7 and £14 per month.</p>
<p>Item19/Pers/ February/23</p>	<p>Finance and Budget Review.</p> <p>a) <u>To note current budget position for 2022-23</u> The meeting noted the budget figures. Cllr Baumann checked that all present were able to view the report independently on Scribe. It was noted that there was nearly £800 of unused funds that had been allocated for Councillor Training.</p>
<p>Item20/Pers/ February/23</p>	<p>To consider written agreement and onboarding process for volunteers.</p> <p>The meeting noted the documents that had been circulated prior to the meetings. The Executive Officer had also circulated confirmation from Insurers that volunteers were covered, subject to certain criteria being met.</p>

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

	Resolution- That the forms be adopted for general use and are embedded onto the Town Council website as a google form if possible.
Item21/Pers/February/23	<p>To consider the contents of an information pack to be provided to new Councillors.</p> <p>The meeting noted the first draft of a New Councillors handbook. It was agreed that a number of amendments should be made.</p> <p>Resolution- That the RFO will put a ticket into YLCA to ask whether quotes should be anonymised during a tender process.</p> <p>Resolution- That the new Councillor Pack be adopted, subject to the discussed changes being incorporated. That the pack will contain a section to be signed by new Councillors, with all Councillors signing the pack in May of each year.</p>
Item22/Pers/February/23	<p>To consider an independent staffing review.</p> <p>RESOLUTION- that it is recommended to full council that we undertake a full staffing review, carried out by SLCC, as per the quote in the sum of £1507 max, plus mileage.</p>
Item23/Pers/February/23	<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. Monday the 3rd April 2023. AT 6PM</p>

MEETING CLOSED at 20.53.

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