



# Minutes of an Ordinary Meeting of SHERBURN IN ELMET PERSONNEL COMMITTEE

**Date:** Monday 3<sup>rd</sup> April 2023

**Time:** 6pm

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

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

Cllr Redhead from 6.10pm

Staff: The Clerk.

## MINUTES

<b>Item24/Pers/ April/23</b>	<b>To receive and approve reasons for absence</b>  a) <b>To receive and note apologies for absence.</b> None received.
<b>Item25/Pers/ April/23</b>	<b>To note Dispensation Requests</b>  Any written requests for dispensation the Clerk may have received from Councillors. None received.
<b>Item26/Pers/ April/23</b>	<b>To receive Declarations of Interests from Members</b>  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. b. To consider any dispensation requests received. None received.
<b>Item27/Pers/ April/23</b>	<b>Public Speaking Session (20 Minutes)</b>  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). There were no members of the public present.
<b>Item28/Pers/ April/23</b>	a) To approve as a <b>correct record the Minutes</b> of the Personnel Committee Meeting held on the 6 <sup>th</sup> March 2023. <i>Chairman to sign the Minutes.</i> LGA 1972 Sch 12 para 41(1) <b>Resolution: That the minutes of the Personnel Committee Meeting held on the 6<sup>th</sup> March 2023 be approved as a true and accurate record of that meeting.</b> <b>Unanimous. (Cllr Ward abstained)</b>
<b>Item29/Pers/ April/23</b>	<b>General Staffing Matters.</b>  a) <b>To receive a staffing update from the Chair of the Personnel Committee.</b> The time sheets and leave allowances for 2023/24 had been prepared by

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the Chair and would be circulated to the Executive Officer. It was noted that annual leave for all would be increased to 23 days. All toil accrued up until the penultimate week of March had been paid, with the remaining week being paid to staff in April. All staff are now back down to their contracted hours. The New Councillor handbook is nearly ready to be circulated, with just a couple of queries that Cllr Limbert will assist Cllr Baumann with. The handbook will be sent to all Councillors with details of line management structure etc. It was noted that the Administration and Project Office was now on a permanent contract.

The meeting also noted a complaint from member of public about bins being unemptied. There were details included on Facebook, which were discussed by Personnel Committee.

The meeting noted that the AMM doesn't currently have access to a van. He has been seeking a replacement, without success so far. A price had been obtained to hire a van, which the meeting discussed at length. It was agreed that this should go to Full Council, and for the Executive Officer to verify business insurance/breakdown status of the current vehicle.

Cllr Limbert stated that he was happy to arrange for the delivery of the noticeboards to the areas they were to be located at, as he had access to a van. The meeting agreed to defer any workload requiring a van to after the next Full Council meeting.

**RECOMMENDATION – The matter of whether the Council should hire a van on behalf of the staff member (due to unrepairable faults with his personal vehicle) should be discussed by Full Council. The Personnel committee felt that this was beyond the scope of the employment agreement.**

**b) To approve staff timesheets and consider overtime/TOIL records.**

Noted that staff are working as per contracted hours, pending outcomes from the staffing review.

It was also noted that the AMM hadn't completed his time sheet.

**RESOLUTION- That all Councillors are sent an email as part of councillor pack informing them that staff are back down to core hours.**

**RESOLUTION- That the AMM be reminded that time sheets be completed on a weekly basis.**

**RESOLUTION- That quotes are sourced, where possible, via email, or phone rather than in person,**

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	<p><b>RESOLUTION- That the Asset Management and Events Committee and Full Council consider staffing resources when obtaining quotes for projects.</b></p> <p><b>c) To consider staff annual leave requests.</b></p> <p><b>RESOLUTION- That the request for one week’s leave from the Executive Officer be granted. The meeting noted that she would cover a meeting that was scheduled during her leave. The meeting agreed to try and cover meeting, however there was another meeting occurring on the same evening.</b></p> <p><b>RESOLUTION- That the Council will shut down for Christmas between the 25<sup>th</sup> December 2023 and the 1<sup>st</sup> January 2024 inclusive. It was requested that all staff should be encouraged to book leave.</b></p> <p><b>d) To consider training and development requests.</b> Several requests had been received. All agreed as per Agenda pack.</p> <p><b>RESOLUTION- That all training as per below is authorised-</b></p> <p>Cllr Tant-Brown- Off to a Flying Start Pts 1&amp;2, Developing Skills as a Councillor Chairing Skills Pts 1 &amp; 2. Cllr Fenton- Off to a flying start parts 1&amp;2. Executive Officer- Powers and duties, New Clerk episode 2. RFO- FILCA</p> <p><b>RESOLUTION- That the council investigate a council-wide training course for a weekend.</b></p> <p><b>RESOLUTION – That the AMM and the Executive Officer attend a YLCA-run course called Managing Council Assets in June 2023.</b></p> <p><b>e) To receive an update from the Executive Officer on the LCC Staffing Review.</b> The meeting noted that this was now underway. Some Councillors have already been contacted and had responded.</p>
<p><b>Item30/Pers/ April/23</b></p>	<p><b>Policy and HR</b></p> <p><b>a) To consider any necessary updates to existing HR Documents and Policies.</b></p> <p>The meeting discussed the current method of emptying the bins, as H&amp;S concerns had been raised. It was agreed that change should be implemented. At present, all waste is bought back to Eversley Centre for recycling and disposal. It was also agreed that going forward, bins need to have bin liners put in. It was also agreed to establish the location of all bins, then see whether there was a suitable location nearby to dispose of the waste. If there was no suitable location, it might be necessary to arrange for a large bin collection at an additional location.</p>

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	<p><b>RESOLUTION-</b> for health and safety reasons, all bins must have strong liners in and be suitably disposed of and should not be handled in future. <b>UNANIMOUS</b></p> <p><b>RESOLUTION-</b> That options for waste disposal be explored, with consideration given to recycling bins.</p> <p><b>RESOLUTION-</b> To explore all options for the transport and recycling of waste before full council.</p> <p>The meeting also worked through a number of Health and Safety Documents. Executive Officer to work through with Cllr Redhead. The committee noted the importance of following HSE guidance, and that risk assessments must be logged in writing to comply with regulations.</p> <p><b>RESOLUTION-</b> that all Health and Safety documents circulated are accepted.</p> <p><b>RESOLUTION-</b> that Exec Officer meet with Cllr Redhead to discuss and implement the policies. Once this has been completed, the Asset Maintenance Manager should do the same.</p> <p>b) To consider any necessary updates to existing Personnel Documents.</p> <p><b>RESOLUTION-</b> That all job descriptions be discussed with all staff, to ensure that they accurately reflect the work that is being carried out by them.</p>
Item31/Pers/ April/23	<p><b>Finance and Budget Review.</b></p> <p>a) <b>To note current budget position for 2022-23</b> The meeting discussed the staffing budget position, with the year-end budget for staffing coming in slightly under budget due to in-year staffing variability.</p>
Item32/Pers/ April/23	<p><b>Next Meeting of Sherburn in Elmet Town Council Personnel Committee</b></p> <p>a) To confirm a date, time and venue for next meeting of the Personnel Committee. <b>Thursday the 4<sup>th</sup> May 2023 at 6pm.</b></p>

The Meeting closed at 7.45pm.

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