



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

**Date:** Thursday 4<sup>th</sup> May 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. Redhead. There were no members of the press or public present.

Staff: The Clerk.

## MINUTES

Item33/Pers/ May23	<p><b>To consider receiving and approving reasons for absence</b></p> <p>a) <b>To receive and note apologies for absence.</b> None received. Cllr Malcolm Ward was absent from the Meeting.</p>
Item34/Pers/ May23	<p><b>To note Dispensation Requests</b></p> <p>Any written requests for dispensation the Clerk may have received from Councillors. None received.</p>
Item35/Pers/ May23	<p><b>To receive Declarations of Interests from Members</b></p> <p>a. <b>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.</b> None received.</p> <p>b. <b>To consider any dispensation requests received.</b> None received.</p>
Item36/Pers/ May23	<p><b>Public Speaking Session (20 Minutes)</b></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. (&lt;3 mins). There were no members of the public present.</p>
Item37/Pers/ May23	<p>a) <b>To approve as a correct record the Minutes of the Personnel Committee Meeting held on the 3<sup>rd</sup> April 2023</b></p> <p><i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i></p> <p><b>Resolution: That the minutes of the Personnel Committee Meeting held on the 3<sup>rd</sup> April 2023 be approved as a true and accurate record of that meeting.</b></p>
Item38/Pers/ May23	<p><b>General Staffing Matters.</b></p> <p>a) <b>To receive a staffing update from the Chair of the Personnel Committee.</b></p> <p>The Chair confirmed that all matters were covered elsewhere on the Agenda.</p> <p>b) <b>To approve staff timesheets and consider overtime/TOIL records.</b></p>

Following the Local Government Audit and Accountability Act 2014 the right to record, film and to broadcast meetings of the council, committees and sub committees is established, but anyone wishing to do so should advise the Clerk and the Chair of the Council to ensure compliance with the adopted policy to effectively and lawfully manage this activity.

**RESOLUTION- That the Executive Officer re-iterate the importance of completing time sheets promptly.**

The meeting reviewed Administration staff time sheets and noted the contents for all staff. It was noted that there were approximately 20 additional hours per week.

**RESOLUTION- that the Administration time sheets be approved.**

**c) To consider staff annual leave requests.**

ND- Approved. But DV can't be off at the same time.

RM- Approved.

**RESOLUTION- That all annual leave requested is authorised.**

**d) To consider training and development requests.**

**RESOLUTION- That the application by the APO for CILCA training is fully supported in principal, however further assessment is needed on finance, timescale and clause for repayment.**

**RESOLUTION- That the application by the Executive Officer to undertake ILCA be supported.**

**RESOLUTION- That the application by the RFO to attend the online SLCC Finance Summit be approved.**

**RESOLUTION- That the application by the RFO to attend the YLCA Annual Conference be approved.**

**RESOLUTION- That a decision on the application by the RFO to attend the SLCC National Conference be held over until further information was forwarded to Personnel concerning the programme of events for the Conference.**

**RESOLUTION- That the Asset Maintenance Manager be booked onto a Managing Council Assets Course in June.**

The meeting discussed whether to place a clause in contracts that in the event that staff left the employment of SIETC within a certain period of time, larger training costs should be refunded to the Council.

**e) To receive an update from the Executive Officer on the LCC Staffing Review and consider recommendations and actions.**

The Executive Officer confirmed that work was underway with producing the report and was hopeful that it would be circulated to all shortly.

**f) To consider options and costings for facilities operator role(s) for inclusion in report to Full Council.**

The meeting discussed costings that had been calculated by the Chair, which were in the region of £8.5k. There were further discussions concerning the number of staff that would be required, the additional administration costs of additional staff, holiday, sick pay etc. The meeting also discussed the other options of automated gates.

	<b>RESOLVED- The Chair will send the figures to the Executive officer, who was to compile a report to be taken to the next full Council.</b>
<b>Item39/Pers/ May23</b>	<p><b>Policy and HR</b></p> <p>a) <b>To consider any necessary updates to existing HR Documents and Policies.</b>  <b>RESOLUTION- The executive Officer was asked to ensure that all staff who use vehicles for business purposes are covered by Business Insurance and that they provide a copy of their driving licence.</b></p> <p>b) <b>To consider any necessary updates to existing Personnel Documents.</b>  Existing job descriptions for all staff had been circulated to the Committee in advance of the meeting. It was noted that some of these were more recent than others, but that staff and members of the Committee had identified areas needing updating.  <b>RESOLVED- Staff to provide draft Job descriptions to the Personnel Committee by the 5<sup>th</sup> June 2023.</b></p>
<b>Item40/Pers/ May23</b>	<p><b>Finance and Budget Review.</b></p> <p>a) <b>To note current budget position for 2022-23</b>  It was noted that the training budget appears to have been used more than expected during month one of the financial year, due to the way that invoices have fallen around the end of the previous financial year.</p>
<b>Item41/Pers/ May23</b>	<p><b>Next Meeting of Sherburn in Elmet Town Council Personnel Committee</b></p> <p>a) <b>To confirm a date, time and venue for next meeting of the Personnel Committee.</b>  <b>Monday the 5<sup>th</sup> June at 6pm.</b></p>

Meeting closed at 7.12pm.