



Minutes of an Ordinary Meeting of SHERBURN IN ELMET PERSONNEL COMMITTEE

Date: Thursday 1st June 2023

Time: 6pm

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

Attendance: Cllr P. Baumann, Cllr S. Bradder, Cllr G. Limbert, Cllr A. Tant-Brown, Cllr J. Ward.

There were no members of the press or public present.

Staff: The Clerk

<p>Item42/Pers/ May23</p>	<p>To receive and approve reasons for absence</p> <p>a) To receive and note apologies for absence. None received. b) To consider to approve reasons for absence. None received.</p>
<p>Item43/Pers/ May23</p>	<p>To note Dispensation Requests</p> <p>Any written requests for dispensation the Clerk may have received from Councillors. None received.</p>
<p>Item44/Pers/ May23</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. b. To consider any dispensation requests received. None received.</p>
<p>Item45/Pers/ May23</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).</p>
<p>Item46/Pers/ May23</p>	<p>To appoint a Chairman to the Personnel Committee. Cllr Baumann confirmed that he would not be seeking to be re-elected as Chair to the Personnel Committee. Cllr Limbert confirmed that he would be standing as Chair. Cllr Tant-Brown confirmed that he would be standing as Chair. Cllr Baumann stated that although he had worked well with Cllr Limbert in the past, he did not feel that he would be the best candidate as Chair for the Personnel Committee, due to several factors. Cllr Limbert confirmed that he felt that he had the experience required and that circumstances had changed. Resolution- Cllr Limbert was elected Chair of the Personnel Committee. 3 in favour, 2 against.</p>



	<p>Resolution- Alex Tant-Brown was elected as Vice Chair of the Personnel Committee. Unanimous.</p>
<p>Item47/Pers/ May23</p>	<p>a) To approve as a correct record the Minutes of the Personnel Committee Meeting held on the 4th May 2023 <i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i></p> <p>Resolution- to accept and approve the Minutes of the meeting held on the 4th May 2023, 3 in favour, 2 abstained, due to not being present at the meeting.</p>
<p>Item48/Pers/ May23</p>	<p>General Staffing Matters.</p> <p>a) To receive a staffing update. Nothing new to report.</p> <p>b) To approve staff timesheets and consider overtime/TOIL records. Time sheets were discussed. It was requested that missing timesheets from March 2023 be finalised. The amount of TOIL was also noted and it was requested that staff take TOIL, the Clerk responded that there was an existing agreement in place. It was suggested that Insurance details be provided when staff do any driving on behalf of the town Council. It was also agreed that it was useful for staff to enter a description of the tasks completed during their working hours. Resolution- that time sheets be approved.</p> <p>c) To consider staff annual leave requests. Resolution- it was approved that the Clerk take Bank Holidays going forward.</p> <p>d) To consider training and development requests. No requests had been received. It was noted that full council training had been called off. The Managing Council Assets course had also been cancelled. Resolution- that staff be offered first aid training.</p>
<p>Item49/Pers/ May23</p>	<p>Policy and HR</p> <p>a) Receive a report on HR updates. See below.</p>
<p>Item50/Pers/ May23</p>	<p>Finance and Budget Review.</p> <p>a) To note current budget position for 2023-24 The meeting noted the financial situation.</p>
<p>Item51/Pers/ May23</p>	<p>a) To receive and consider updates concerning the implementation of Option 3 of the Staff recommendations following the Staffing review. The meeting read through the report that had been prepared by the staff. The meeting discussed all of the proposals at length, agreeing that the</p>



priority was to ensure that conditions were suitable for both staff and the Council.

It was noted that the Deputy Clerk position would be for 27 hours a week, until 1st September, then it would increase to 37 hours a week.

The Clerk would increase by 4 hours a week.

The RFO would increase by 2 hours a week.

The meeting agreed happy for staff to continue with flexible working, but don't support a bank of hours.

- 1) **Resolution: Projects & Admin Officer be offered the role of Deputy Clerk at 27 hours per week until the 1st September 2023, when it would increase to 37hrs per week (SCP 26).**
- 2) **Resolution: RFO be offered 2 additional hours per week (total 14hrs), with salary scale increase (to SCP 37-41 scale in line with Clerk)**
- 3) **Resolution- Clerk be offered an additional 4 hrs per week (total 24hrs) (SCP 37)**
- 4) **Resolution- that although the Personnel Committee supported flexible working, they were unable to support further pools of hours, due to uncertainty concerning budget and the build up of TOIL.**

The meeting noted the contents of the draft job descriptions for the Administration staff and thanked them for their hard work.

Clerk.

The meeting discussed the job description and noted a few omissions-
A requirement to work toward CILCA.

A request to specifically mention minutes.

Responsibility for Policy review.

The Clerk is the nominated Safeguarding Officer.

Various small amendments.

Resolution- that the Executive Officer be renamed Town Clerk.

Resolution- subject to minor amendments, the job description for the Town Clerk was agreed and approved.

Deputy Clerk.

Copy the representing the council section from the Clerks Job description to the Deputy Clerks job description.

Tasks and responsibilities- Item 1- change to all staff.

Additional tasks- item 1- remove reference to the role of Asset

Maintenance Manager, quote "all staff members" instead.

Resolution- subject to minor amendments, the job description for the Deputy Clerk was agreed and approved.



Responsible Financial Officer.

The Meeting discussed the job description for the RFO and there were no additions.

Resolution- that the job description for Responsible Financial Officer be agreed and approved.

The meeting moved on to discuss the draft contract that had been prepared. It was noted that there were conditions of service that relate to the "Green Book" that had been removed in previous versions, that would be added back in.

An amendment would be made to remove the amount of bank holidays awarded for that particular year and include the term "Public Holidays" or similar.

The Committee agreed that the new hours should be monitored, with the Clerk would reporting back to the Personnel Committee. The Committee felt that the implementation should be with immediate effect, subject to Officers. The Committee agreed that they would be happy to meet with staff, if requested, to discuss any queries or concerns.

It was noted that leave is being re-calculated to take the new hours into consideration.

Resolution- that the Deputy Clerk and the RFO be offered a mobile phone. Contracts should be sought with handsets obtained separately. These funds should be taken from the IT budget.

Resolution- to investigate a landline that could forward calls onto a mobile phone.

It was agreed that the roles of the remaining staff would be reviewed for the next Personnel Meeting.

b) To receive a report from the Executive Officer concerning public opening hours of the Town Council Office.

There was extensive discussion concerning the opening hours for the Town Council Office. It was agreed that opening five days a week would be impractical from a staffing point of view, but that specific dates and times were necessary.

Resolution- that the Town Council Office be opened one day a week between 9.30am and 1.30pm until the 31st July. The day is to be chosen by staff and communicated to Councillors via email. Staff should ensure that data is gathered to provide details of office usage.

Resolution- that Councillors can only visit the Office after booking an appointment with staff.



	<p>c) To consider implementing the automatic uplift of salary following the RFO's completion of CiLCA. The Clerk explained that following the successful attainment of the CiLCA qualification, salary should increase by a point. This had previously been agreed with the RFO. Resolution- that the increase to salary will need to go to Full Council.</p> <p>d) To receive a report from the Executive Officer following discussion with HR bodies.</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>Resolution- For the Clerk to source quotes from a HR company recommended by YLCA. The quote should then be taken to Full Council for discussion and agreement.</p> <p>Resolution- for updated documents to be prepared by the Clerk and Circulated to the Committee before the next Full Council Meeting.</p>
<p>Item52/Pers/ May23</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. 10th July, at 6pm subject to information being provided in advance of the meeting.</p>

Meeting closed at 8.28pm.

Chairman's signature: _____

Date: _____

