



Minutes of the Personnel Committee of SHERBURN IN ELMET TOWN COUNCIL

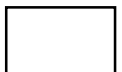
Date: Monday 11th September 2023
Place: Council Office, Eversley Park Centre, Low Street,
 Sherburn in Elmet, LS25 6BA

In attendance: Cllr P Baumann, Cllr S Bradder and Cllr J Brook

Officers: G Ashton, RFO. G Brennan, Deputy Clerk
Late arrivals: none *Early departures: none*
The meeting opened at 6.03pm

MINUTES

PC/24/12	<p>In the absence of the Chairman and Vice- Chairman of Personnel Committee, the Proper Officer opened the meeting and invited members to vote on a member to chair the meeting.</p> <p>Resolution: in the absence of the Chair and Vice Chair of Personnel, Cllr Baumann was appointed for the purpose of Chairman of the meeting. Unanimous.</p> <p>To receive and approve reasons for absence: Apologies received from Cllr Tant-Brown and Cllr Limbert.</p> <p>Resolution: to approve the reasons for absence from Cllr Tant-Brown and Cllr Limbert. Unanimous.</p>
PC/24/13	<p>To note Dispensation Requests Any written requests for dispensation the Clerk may have received from Councillors - None received.</p>
PC/24/14	<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>
PC/24/15	<p>Public Speaking Session (20 Minutes) 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. None present.</p>
PC/24/16	<p>To approve as a correct record the Minutes of the Personnel Committee Meeting held on the 1st June 2023 <i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i></p> <p>Resolution: to approve the minutes of the Personnel Committee Meeting held on 1st June 2023 as a true and accurate record. Unanimous.</p>
PC/24/17	<p>General Staffing Matters</p> <p>a) To receive a staffing update from the Chair of the Personnel Committee. To note that the Council are now in an appraisal cycle and so all 5 staff will carry out their annual appraisal with the Deputy Clerk. For the Deputy Clerk and the RFO to carry out each other's appraisal. The Deputy Clerk will invite staff to their appraisal and ask them if they would wish for a councillor to present.</p>



	<p>The RFO raised a concern and requested that the Committee consider the request. It was agreed that the RFO and Chair of Personnel meet informally. In addition, for the Deputy Clerk to lead a staff meeting with the Chair and Vice Chair of Personnel: if possible, for both meetings to take place before the next full council meeting.</p> <p>b) To approve staff timesheets and consider overtime/TOIL records. To note the TOIL for the RFO of 68hrs. This will be used over the remainder of the financial year.</p> <p>Resolution: to approve staff timesheets and for the Deputy Clerk and AMM to use his TOIL. Unanimous.</p> <p>c) To consider staff annual leave requests. Resolution: to note and approve leave for the RFO and AMM. Unanimous.</p> <p>d) To consider training and development requests. Induction for New Clerks – Admin Officer Duties, Powers and Policies – Deputy Clerk Allotments, Tenancy Agreements, Policies and Self-mgt options Admin Officer and Deputy Clerk CCTV for public office – Deputy Clerk and AMM Talking Tables Networking event – Deputy Clerk, Admin Officer and RFO Deputy Clerk to investigate courses with ACAS re line mgt training.</p> <p>Resolution: to approve the training requests as outlined above. Unanimous.</p>
PC/24/18	<p>Policy</p> <p>a) To consider any necessary updates to existing HR policies/documents. Deputy Clerk to meet with all staff to disseminate the most recently adopted HR policies. AMM to provide a copy of the ROSPA certificate.</p> <p>b) To consider the action plan and next steps for staffing from 01 Oct 2023. The RFO provided a staffing update and provided a suggested recommendation to the members of an interim staffing proposal for 6 months to the financial year end (31 March 2024). The recommendation will be as follows: RFO – 17hrs pw (to include the use of TOIL accrued to date) Deputy Clerk – 30 hrs pw Admin Officer – 30 hrs pw – total office staffing hours 74 hrs pw until 31 Mar 24.</p> <p>Resolution: for office staff to be re-issued new contracts from 01 October 2023 for 6 months period to 31 March 2024 (hours as above). Unanimous. Resolution: to prepare a revised NALC contract for the Facilities Operator. Unanimous.</p>
PC/24/19	<p>Finance and Budget Review.</p> <p>a) To note current budget position for 2023-2024 The RFO presented the detailed budget summary and staffing budget alternations to 2024. For the update to be circulated asap by the RFO with the updated detailed budget summary.</p>
PC/24/20	<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 9th October 6pm</p>

Meeting closed at 7.15pm

Chairman's signature: _____

Date: _____

