



SHERBURN-IN-ELMET  
TOWN COUNCIL

# Minutes of the Personnel Committee Meeting of SHERBURN IN ELMET TOWN COUNCIL

**Date:** Wednesday 16<sup>th</sup> October 2024

**Time:** 6pm

**Venue:** Council Office, Eversley Park Centre, Low Street,  
Sherburn in Elmet, LS25 6BA

**In attendance:** Cllr M Jordan, S Bradder, Cllr J Brook, Cllr Limbert and Cllr Taylor.

**Officers:** G Ashton, RFO. No members of the public present.

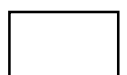
*Late arrivals:* none.

*early departures:*

*The meeting opened at 6.01pm*

## Minutes of Meeting

PC/25/36	<p><b>To receive and approve reasons for absence</b></p> <p>a) To receive and note apologies for absence. None received</p> <p>a) To consider to approve reasons for absence. None</p>
PC/24/37	<p><b>To note Dispensation Requests</b></p> <p>b) Any written requests for dispensation the Clerk may have received from Councillors. – none received</p>
PC/24/38	<p><b>To receive Declarations of Interests from Members</b></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/24/39	<p><b>Public Speaking Session (20 Minutes)</b></p> <p>No present.</p>
PC/24/40	<p>To approve as a <b>correct record the Minutes</b> of the Personnel Committee Meeting held on the 7<sup>th</sup> October 2024</p> <p><i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i></p> <p><b>Resolution: to accept and approve as a true and accurate record the minutes of the last Personnel Committee meeting held on Monday 7<sup>th</sup> October 2024. 1 abstention.</b></p>
PC/24/41	<p>General Staffing Matters</p> <p><b>Resolution: to exclude the press and 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 considered to be prejudicial to the public interest. Unanimous.</b></p> <p>a) To receive and consider a staffing update: including workloads, capacity and review of past 6 months whilst the Interim Clerk is in post.</p> <p><b>Resolution: for the Interim Clerk to produce a weekly schedule of works for the Maintenance Officer and to discuss and review on a Monday morning of each week.</b></p> <p><b>Resolution: for the Chairman of Committee to discuss with the Chairman of Council regarding appropriate software for recording and documentation of work load and progress.</b></p>



	<p>b) To approve staff timesheets and consider overtime/TOIL records  <b>Resolution: to approve the carry forward TOIL of the Deputy Clerk and Interim Clerk/RFO.</b></p> <p><i>7.04pm Interim Clerk left the room – Interim Clerk re-entered the room 7.22pm</i></p> <p>c) To note staff annual leave requests – noted.</p> <p>d) To note the outcome of the Disciplinary Panel meeting – Members have noted the circulated decision recorded on file for 12 months.</p> <p>e) To note circulation of approved job descriptions for all staff and NALC model template Contract of Employment – noted.</p> <p>f) To consider as agreed the appointment of a permanent Town Clerk  <i>(at the meeting of Personnel Committee on 23<sup>rd</sup> September: minutes approved on 7<sup>th</sup> Oct 24)</i></p> <p><b>Resolution: for the appointment of an RFO / Town Clerk on a total of 30 hours of (12/RFO and 18/Clerk): for the Deputy Clerk’s hours to be reduced to 25 hours (reduce by 5 hrs): for the Maintenance Officer’s hours to be reduced to 25 hours (reduce by 5 hrs) and for the Administrative Officer’s hours to be reduced to 26 hours (reduce by 4 hours). This resolution to be presented to next Full Council meeting in order to balance the staffing budget.</b></p> <p>g) To consider the recruitment and internal advertisement of agreed hours, pay scale and contract for the Town Clerk and next steps.</p> <p><b>Resolution: to initially go through the internal recruitment process for a RFO/Town Clerk on a total of 30 hours. Unanimous.</b></p>
<p><b>PC/24/42</b></p>	<p><b>Next Meeting of Sherburn in Elmet Town Council Personnel Committee</b>  To confirm a date, time and venue for next meeting of the Personnel Committee.  <i>Convened after next full council meeting.</i></p>

*The meeting closed at 7.29pm*

Chairman’s signature: \_\_\_\_\_

Date: \_\_\_\_\_

