



SHERBURN-IN-ELMET
TOWN COUNCIL

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

Date: Monday 20 January 2025

Time: 6pm

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

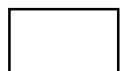
In attendance: Cllr M Jordan (Chairman), Cllr J Brook, Cllr S Bradder, Cllr G Limbert and Cllr K Taylor.

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

The meeting opened at 6pm

Minutes of the Meeting

PC/25/50	<p>To receive and approve reasons for absence</p> <p>a) To receive and note apologies for absence. None received</p> <p>a) To consider approving reasons for absence. None</p>
PC/24/51	<p>To note Dispensation Requests</p> <p>b) Any written requests for dispensation the Clerk may have received from Councillors. - None received</p>
PC/24/52	<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/24/53	<p>Public Speaking Session (20 Minutes) No members of the press or public present.</p>
PC/24/54	<p>To approve as a correct record the Minutes of the Personnel Committee Meeting held on the 25th November 2024 <i>Chairman to sign.</i> LGA 1972 Sch 12 para 41(1) Resolution: to accept and approve the Minutes of the Personnel Committee meeting held on 25th November 2024. Unanimous.</p>
PC/24/55	<p>General Staffing Matters</p> <p>a) To approve staff timesheets and consider overtime/TOIL records Resolution: to approve 18 hours of back pay from 01 December 2024, to be paid in the January payroll run. Unanimous.</p> <p>b) To note staff annual leave requests To note that the Interim Clerk will not be at the Full Council meeting on 17th February 2025 as on annual leave.</p> <p>c) To receive an update on the outstanding task list / action log and progress/monitoring on tasks Update provided of the outstanding task list. Both the tree survey and ROSPA reports have been organised into a spreadsheet task list that can be updated regularly by office staff and if necessary, creation of agenda items for council decision.</p>



	<p>d) To discuss and consider any staff concerns and the appointment of a disciplinary panel Feedback from Cllr Taylor and the Interim Clerk regarding the staff review meeting. Discussion surrounding the evidence provided by the Clerk and staffing report. Resolution: to approve Cllrs Limbert, Jordan and Brook to form the Disciplinary Panel Hearing meeting on Friday 31st January 2025 at 9am. For the staff member to be informed via letter by Wednesday 22nd January 2025 to afford 7 days' notice. Unanimous.</p> <p>Resolution: to approve for the Interim Clerk to prepare all necessary historical information and to seek HR advice from YLCA. Unanimous.</p> <p>e) To discuss and consider to establishing a framework for a meeting to discuss hours allocations for office staff and to agree a schedule. Resolution: for Cllr Taylor and Cllr Limbert to lead on meetings individually with office staff, group meeting and follow up meeting with the current line manager to conclude and suggest any revisions to the current structure in terms of job roles and responsibilities. This will include a review of all external consultancy recommendations and in-house reports. Unanimous.</p> <p>f) To discuss and consider the forward planning of the Clerk's role from 01 April 2025. To note that a meeting has been arranged with the Interim Clerk soonest. To defer to the next meeting.</p>
PC/24/56	<p>Next Meeting of Sherburn in Elmet Town Council Personnel Committee To confirm a date, time and venue for next meeting of the Personnel Committee.</p> <p>Monday 10 March 2025 – 6pm in the Council Office.</p>

The meeting closed at 7.29pm

Chairman's signature: _____

Date: _____

