



SHERBURN-IN-ELMET
TOWN COUNCIL

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

Date: Monday 24 February 2025

Time: 6pm

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

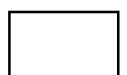
In attendance: Cllr M Jordan (Chairman), Cllr J Brook, Cllr S Bradder, Cllr G Limbert and Cllr K Taylor.

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

The meeting opened at 6.01pm

Minutes of the Meeting

PC/25/57	To receive and approve reasons for absence a) To receive and note apologies for absence. - None received a) To consider approving reasons for absence. – None received
PC/24/58	To note Dispensation Requests Any written requests for dispensation the Clerk may have received from Councillors. – None Received
PC/24/59	To receive Declarations of Interests from Members 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
PC/24/60	Public Speaking Session (20 Minutes) No members of the press or public present.
PC/24/61	To approve as a correct record the Minutes of the Personnel Committee Meeting held on the 20 th January 2025 <i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i> Resolution: to accept and approve as a true and accurate record the Minutes of the last Personnel Committee meeting held on 20th January 2025. Unanimous.
PC/24/62	General Staffing Matters a) To note and approve annual leave requests, staff timesheets and consider overtime/TOIL records Resolution: to allow the Deputy Clerk and the Maintenance Officer to carry forward one week's annual leave into next financial year as per policy (no more than 5 days' leave). No additional annual leave to be carried into next financial year. Resolution: for Cllr Limbert and Cllr Taylor to cover the weeks' additional leave for the Litter Picker before the financial year end if required. b) To receive an update on the outstanding task list / action log and progress/monitoring on tasks For the Clerk to distribute to the link to sharepoint and the outstanding task list. For members to review and provide an update at the next full council meeting in lieu of sharing the whole document with all members of the full council meeting.



	<p>c) To discuss and consider the findings from the recent staffing review (led by Cllr Limbert and Cllr Taylor) Cllr Limbert provided a review of staffing and discussions had with individual office staff. The Clerk provided a pack of officer job descriptions to each member including the non-appointed Exec Officer/Clerk role. The Clerk produced the template job description for a Clerk & RFO from the YLCA research documents.</p> <p>Resolution: for Cllr Limbert and Cllr Taylor to review the job descriptions and provide recommendations and a suggested way forward at the next Personnel Meeting.</p> <p>d) To discuss and consider the future staffing model for recommendation to the next available full council meeting Defer to next meeting in line with (c) above</p> <p>e) To consider the appointment of a permanent Town Clerk from 01 April 2025 with recommendation to next available full council meeting Defer to next meeting in line with (c) above</p> <p>f) To consider the role of the field staff and the Facilities Operator Suggestion of a meeting with the Maintenance Officer by Cllr Limbert and Cllr Taylor.</p> <p>Resolution: for Cllr Limbert and Cllr Taylor to meet with the Maintenance Officer to discuss the role and including the Facilities Operator role in the short/long term.</p> <p>g) To consider the interim solution to cover the role of the Facilities Operator in the short term. Defer to a future meeting depending on the above.</p>
PC/24/63	<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 10th March 2025 at 6pm</p>

The meeting closed at 18:57

Chairman's signature: _____

Date: _____

