



Official Notice of an Ordinary Meeting of SHERBURN IN ELMET PERSONNEL COMMITTEE

Date: Monday 12th February 2023
Time: 6pm
Venue: Council Office, Eversley Park Centre, Low Street,
 Sherburn in Elmet, LS25 6BA

You are hereby summoned to attend the ordinary meeting of Sherburn in Elmet Personnel Committee detailed above and to consider and resolve the business transactions on the agenda below.

Georgina Ashton
 Proper Officer

07th February 2024

AGENDA

PC/24/37	To receive and approve reasons for absence a) To receive and note apologies for absence. b) To consider to approve reasons for absence.
PC/24/38	To note Dispensation Requests Any written requests for dispensation the Clerk may have received from Councillors.
PC/24/39	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. b. To consider any dispensation requests received.
PC/24/40	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. (<3 mins).
PC/24/41	a) To approve as a correct record the Minutes of the Personnel Committee Meeting held on the 9th October 2023 Meeting held on the 4th December 2023 <i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i>
PC/24/42	General Staffing Matters. a) To receive a staff update to include workloads, capacity and any backlogs b) To receive a staffing report and consider long-term staffing strategy/structure c) To approve staff timesheets and consider overtime/TOIL records d) To consider staff annual leave requests e) To consider training and development requests
PC/24/43	Policy and HR a) To review and consider staff contracts and job descriptions
PC/24/44	Finance and Budget Review. a) To note current budget position for 2023-2024

Following the Local Government Audit and Accountability Act 2014 the right to record, film and to broadcast meetings of the council, committees and sub committees is established, but anyone wishing to do so should advise the Clerk and the Chair of the Council to ensure compliance with the adopted policy to effectively and lawfully manage this activity.

PC/24/45	<ul style="list-style-type: none"> a) To receive an update on the council van b) To receive an update on the office decoration c) TCRP projects update and consider staffing requirements. d) To note Facilities Operator TOIL arrangement
PC/24/46	<p>Next Meeting of Sherburn in Elmet Town Council Personnel Committee</p> <ul style="list-style-type: none"> a) To confirm a date, time and venue for next meeting of the Personnel Committee.