



Minutes of the Ordinary Meeting of SHERBURN IN ELMET PERSONNEL COMMITTEE

Date: Monday 25th March 2023

Time: 6pm

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

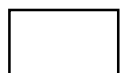
In attendance: Cllr Limbert (Chair), Cllr Tant-Brown, Cllr Baumann, Cllr Bradder, Cllr Brook

Officers: No officers in attendance

The meeting opened at 18:01

Minutes of the meeting

PC/24/56	<p>To receive and approve reasons for absence</p> <p>a) To receive and note apologies for absence. - None</p> <p>b) To consider to approve reasons for absence. - None</p>
PC/24/57	<p>To note Dispensation Requests</p> <p>Any written requests for dispensation the Clerk may have received from Councillors. – None Received</p>
PC/24/58	<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 declaration of interest requests received. - N/A</p>
PC/24/59	<p>Public Speaking Session (20 Minutes)</p> <p>None present.</p>
PC/24/60	<p>a) To approve as a correct record the Minutes of the Personnel Committee Meeting held on the 4th March 2024</p> <p><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 4th March 2024 as a true and accurate record. Unanimous.</p>
PC/24/61	<p>General Staffing Matters.</p> <p>a) To consider the short-term staffing plan following staff consultation meetings and next steps</p> <p>Resolution: to exclude the press and public by virtue of Public (Admission to Meetings) Act 1960 for item 24/61a 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.</p> <p>Meetings have now been held with all office staff individually to discuss training and development needs, and to map out a preferred direction going forward (to be reviewed at regular intervals across a period of 6-12 months).</p> <p>Resolution: to recommend to Full Council to appoint Georgina Ashton as the Interim Clerk (to include the substantive post of RFO) for 12 months to 30 April 2025 with an in-depth review after 6 months (Sept 2024). Unanimous.</p> <p>Resolution: for the Interim Clerk to create a Skills Audit and share with Personnel Committee. Once completed, this will inform the Training & Development Plan for the next 12 months. Interim Clerk to provide progress reports to Personnel Committee. Unanimous.</p>



	<p>Resolution: For fortnightly (formal) team briefings to take for all staff. Interim Clerk reporting back to Personnel Committee. Unanimous</p> <p>Recommendation: For all staff salaries to remain on their current bands and for Officer Contracts to be reissued where necessary. Unanimous</p> <p>A motion was put forward to trial having just 1 office per meeting to free up circa 3 hrs per month for each staff member (as per previous min ref in a Personnel meeting). This would then enable the RFO to take on line management of staff and support training and development of other officers.</p> <p>Recommendation: for the Interim Clerk to co-ordinate one staff member clerking full council meetings for a trial period. Unanimous.</p> <p>A motion was put forward to address as a priority those tasks (especially finance related) that are critical to business continuity. Delegation of tasks would be identified and any shortfalls or business critical tasks that are not currently supported to be addressed as a priority (ie administering the monthly payroll). The Training and Development Plan will identify internal as well as external training opportunities.</p> <p>Recommendation: for the Interim Clerk to produce the outcome report of the Skills Audit in the format of a Training and Development Plan. Unanimous</p> <p>Resolved: For the Chairman of committee and Vice Chair to present the committee's recommendations to each member of staff individually. Unanimous</p> <p>Resolved: For all recommendations and Chairman's report to go Full Council on 22nd April 2024. Unanimous</p> <p>b) To consider a laptop for the RFO and budget Suggestion that Cllr Baumann sets up the laptop for Council use whilst sharing this knowledge with an officer to ensure business continuity.</p> <p>Resolved: For a new laptop to be purchased for the RFO as per the report circulated. Unanimous.</p> <p>Resolved: For quotes for iterative backup software for SharePoint to be sourced before the next meeting.</p>
PC/24/62	<p>Policy and HR None.</p>
PC/24/63	<p>Finance and Budget Review Current position noted as being within budget allocation.</p>
PC/24/64	<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. 10 June 2024, unless otherwise required.</p>

The meeting closed at 19:40

Chairman's signature: _____

Date: _____

