



SHERBURN-IN-ELMET  
TOWN COUNCIL

# Minutes of the Ordinary Meeting of SHERBURN IN ELMET PERSONNEL COMMITTEE

**Date:** Monday 15<sup>th</sup> April 2024

**Time:** 6.30pm

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

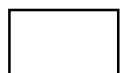
**In attendance:** Cllr Limbert (Chair), Cllr Tant-Brown, Cllr Bradder and Cllr Brook

**Officers:** Georgina Ashton, RFO and Gaynor Brennan, Deputy Clerk.

*The meeting opened at 18:34*

## Minutes of the Meeting

PC/24/65	<p><b>To receive and approve reasons for absence</b></p> <p>a) To receive and note apologies for absence Apologies received in advance of the meeting from Cllr Baumann.</p> <p>b) To consider to approve reasons for absence.</p> <p><b>Resolution: to approve the reasons for absence provided by Cllr Baumann in advance of the meeting. Unanimous.</b></p>
PC/24/66	<p><b>To note Dispensation Requests</b></p> <p>Any written requests for dispensation the Clerk may have received from Councillors. - None</p>
PC/24/67	<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/24/68	<p><b>Public Speaking Session (20 Minutes)</b></p> <p>No members of the public present.</p>
PC/24/69	<p>a) To approve as a <b>correct record the Minutes</b> of the Personnel Committee Meeting held on the 25<sup>th</sup> March 2024 <i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i></p> <p><b>Resolution: to accept and approve the minutes of the Personnel Committee Meeting held on the 25<sup>th</sup> March 2024 as a true and accurate record. Unanimous.</b></p>
PC/24/70	<p><b>General Staffing Matters.</b></p> <p><b>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.</b></p> <p>a) To consider a confidential report from the RFO and Deputy Clerk on a staffing matter</p> <p><b>Resolution: RFO to write to the staff member to explain the next steps in the process. Unanimous.</b></p> <p>b) To consider next steps in line with council policy</p> <p><b>Resolution: to review and revise the existing Disciplinary Policy to enable the line manager to lead on the first formal step to the policy. Unanimous.</b></p>



	<p><b>Resolution: to appoint 3 members of the sub-committee in line with the Disciplinary Policy (Cllr Bradder, Tant-Brown and Brook). Unanimous.</b></p> <p>c) To receive and consider skills audit presentation from the RFO  The RFO presented the proposal for a Skills Audit and a report of the findings. The RFO has met with all four staff and completed the draft skills audit. A suggested report format was presented to members, with the intention that this is completed for circulation on 22<sup>nd</sup> April at Full Council. Other templates were shared with members, record of team briefings and line management meetings, appraisal targets and training and development plan.</p>
<p><b>PC/24/71</b></p>	<p><b>Next Meeting of Sherburn in Elmet Town Council Personnel Committee</b></p> <p>a) To confirm a date, time and venue for next meeting of the Personnel Committee. – Monday 10<sup>th</sup> June 2024 (review of Skills Audit) at 6pm.</p>

*The meeting closed at 19:12*

Chairman’s signature: \_\_\_\_\_

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

