



SHERBURN IN ELMET PARISH COUNCIL

Notice is hereby given that a meeting of Sherburn in Elmet Parish Council Personnel Committee will be held:

Date: Thursday 23 June 2022

Time: 7.15pm

Venue: Harry Mountain Room, Eversley Park Centre, Low Street, Sherburn in Elmet LS25 6BA

Protocol on audio/visual recording and photography at meetings: By virtue of Openness of Local Government Regulations 2014 recording of Parish Council meetings is permitted; subject to:

(i) Compliance with the Council's protocol on audio/visual recording and photography at meetings which can be [found here](#)

(ii) Any recording must be non-disruptive.

It is requested that anyone wishing to record any council meeting informs the clerk to the council: clerk@sherburninemet-pc.gov.uk

The business to be transacted at this meeting is listed below

Councillor Gary Limbert

Proper Officer

18 June 2022

AGENDA

Item 1.	Apologies: a. To receive and note apologies for absence. b. To consider reasons for absence received
Item 2.	Declarations of Interest: a. To receive Declarations of Interests from Members b. To consider any dispensation requests received
Item 3.	Minutes: a. To approve minutes of Personnel Committee Meeting held 23 May 2022, as a true and accurate record of that meeting

<p>Item 4.</p>	<p>General Staffing Matters:</p> <p>a. To receive an update and consider necessary actions relating to access to HMRC, pension, outsourcing of payroll and wage payments.</p> <p>b. To receive an update on the current staffing situation.</p> <p>c. To approve staff timesheets and consider overtime/TOIL records</p> <p>d. To consider staff annual leave requests</p> <p>e. To consider training and development requests.</p>
<p>Item 5</p>	<p>Exclusion of the press and public:</p> <p>To consider exclusion of the press and public by virtue of Public (Admission to Meetings) Act 1960 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 (agenda items 6 and 7 only)</p>
<p>Item 6.</p>	<p>Sherburn in Elmet Parish Council Staff Vacancies:</p> <p>a. To consider applications received for post of SEPC Executive Officer and short list for interview.</p> <p>b. To consider all further matters related to the recruitment procedure for the Executive Officer post</p>
<p>Item 7</p>	<p>Additional Staffing Matters:</p> <p>a. To consider staff payroll matters.</p> <p>b. To consider matters related to former staff.</p>
<p>Item 8.</p>	<p>Next meeting of Sherburn in Elmet Parish Council Personnel Committee</p> <p>a. To confirm date, time and venue for next meeting of Sherburn in Elmet Parish Council Personnel Committee</p>