



# OFFICIAL MINUTES OF A MEETING OF SHERBURN IN ELMET PARISH COUNCIL Personnel Committee

**Date:** Thursday 10 February 2022  
**Place:** Vera Watson Room, Old Girls School, Kirkgate, Sherburn In Elmet LS25 6BL  
**Attendance:** Cllr P Baumann, Cllr D Brook, Cllr G Limbert, Cllr D Shanks. District Cllr Packham  
**Staff:** Locum Clerk  
**In addition:** 1 member of the press. 7 members of the public joined the meeting remotely.  
**Late Arrivals** None **Early Departures** None

## Minutes

*The meeting opened at 7.16pm.*

<p><b>ITEM 1.</b></p>	<p><b>Accept Apologies for Absence</b>  <i>Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.</i>            Cllr Prescott provided apologies in advance of the meeting.  <b>Resolution: to approve the absence from Cllr Prescott. Unanimous.</b></p>
<p><b>ITEM 2.</b></p>	<p><b>Dispensations</b>            Council is asked to discuss any written requests for dispensation the Clerk may have received from Councillors.</p>
<p><b>ITEM 3.</b></p>	<p><b>Declaration of Interest</b>            Members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities (<i>Disclosable Pecuniary Interests Regulations 2012 (SI 2012/1464)</i>) (<i>NB this does not preclude any later declarations</i>).</p>
<p><b>ITEM 4.</b></p>	<p><b>Public Speaking Session</b>            No comments from members of the press and public present.</p>
<p><b>ITEM 5.</b></p>	<p><b>To approve minutes of meeting on the Personnel Committee meeting held on 17<sup>th</sup> January 2022</b>  <b>Resolved: to approve the minutes of the meeting held on 17 January 2022 as a true and accurate record. Signed by the Chairman. 2 abstentions.</b></p>
<p><b>ITEM 6.</b></p>	<p><b>To receive and note resignation of Deputy Clerk (from 31 March 2022):</b>            (i) To consider next steps and recruitment of replacement staff            A discussion led by Cllr Brook suggested a work audit for the office staff. Possibility of looking at alternative solutions, need to look at the existing staffing and seek advice from the current staff as to their current workload, audit of current situation. Suggest that staff provide a work schedule of the tasks they are conducting and the impact of email traffic on that workload. Clerk reminded council of recommendations from the 17 Jan 2022 Personnel meeting, which was to invite individual staff to a professional discussion.  <b>Resolution: to start the staffing review with immediate effect involving two councillors of the employees' choice with the staff member (from 11<sup>th</sup> February 2022). One councillor present for all 5 meetings (either Chair of Personnel or Chairman of the Council). Unanimous.</b></p>
<p><b>ITEM 7.</b></p>	<p><b>To consider next steps for staffing review and discuss work sheets for all staff.</b>            Covered in the previous agenda item. Support all staff members to complete a work~time sheet / schedule of work for a 2 week period.  <b>Resolution: to support all staff members to complete a schedule of work over a 2 week cycle. Unanimous.</b></p>

<p><b>ITEM 8.</b></p>	<p><b>To confirm present staffing structure in the short term and interim measures to cover staff absence.</b>  Deputy Clerk – Monday – Wednesday 10am-2pm  Locum Clerk – Monday and Tuesday 9am-2pm.  Both staff flexible to work Monday to Thursday on urgent issues and to continue with home working.  <b>Resolution: to agree the overtime hours for the Locum Clerk for January 2022 and February 2022. Unanimous.</b>  <b>Resolution: to agree &gt;10 hours and a max of 18 hours a week for the Locum Clerk on a temporary fixed term contract to be reviewed monthly. Council to provide a temporary contract. Unanimous.</b>  <b>Resolution: Locum Clerk to provide a schedule of meetings from 1<sup>st</sup> March 2022 to start of municipal year 2023. Unanimous.</b></p>
<p><b>ITEM 9.</b></p>	<p><b>To receive and consider the complaint raised by a resident.</b>  Cllr Limbert and the Clerk met with a member of the public to hear a summary of a FOI request made last year and subsequent communication from the Council.   <b>Resolved: that in view of the confidential nature of the business to be transacted (contracts/tenders) under Section 1 of the Public Bodies (Admissions to meetings) Act 1960, the public and press be temporarily excluded from the meeting whilst matters pertaining to these items are discussed. Unanimous.</b>  The public then left the meeting. <i>Time: 7:48pm.</i>  <b>Resolution: to update the FOI register and provide an urgent review of the Vexatious Complaints Policy and procedures. Unanimous.</b>  <b>Resolution: to resolve that all future FOI requests/ SARs requests are circulated anonymously to all council members. Unanimous.</b>  <b>Resolution: write to the resident, providing an update and conclude the matter within an agreed timeframe (by 1<sup>st</sup> March 2022) to be minuted at the next full council meeting. Unanimous.</b></p>
<p><b>ITEM 10.</b></p>	<p><b>To note suggestions and recommendations to Full Council from the Personnel Committee.</b>  Covered in agenda items above.  Once the staffing reviews are completed, report to next Full Council meeting on 28 February 2022.</p>

*The meeting closed at 8.41pm*

Signed by the Chair ..... Date .....