



SHERBURN IN ELMET PARISH COUNCIL

Minutes of the SEPC Personnel Committee meeting held Tuesday 3 May 2022 at 7.15pm in Eversley Park Centre, Sherburn in Element.

Present:

Councillor Gary Limbert, Councillor Peter Baumann, Councillor David Shanks [*left the meeting at 8.39pm] and Councillor David Brook.

In attendance:

Nicola Moorcroft (Locum Clerk) via MS Teams

Note:

Councillor Peter Baumann presided over this meeting until appointment of new Committee Chairman at Item 3

<p>Item 1/MAY 2022.</p>	<p>Apologies:</p> <p>a. To receive and note apologies for absence. There were none – all Committee members present at the meeting.</p> <p>b. To consider reasons for absence received There were none – all Committee members present at the meeting.</p>
<p>Item 2 /MAY 2022.</p>	<p>Declarations of Interest:</p> <p>a. To receive Declarations of Interests from Members There were none</p> <p>b. To consider any dispensation requests received There were none</p>
<p>Item 3 /MAY 2022.</p>	<p>Election of Personnel Committee Chairman:</p> <p>a. To appoint a Chairman to Personnel Committee RESOLVED: That Councillor Peter Baumann be appointed as Chairman of SEPC Personnel Committee for the remainder of the Municipal Year</p> <p>b. To appoint a Vice Chairman to Personnel Committee RESOLVED: That Councillor Gary Limbert be appointed as Vice Chairman of SEPC Personnel Committee for the remainder of the Municipal Year</p>
<p>Item /MAY 2022.</p>	<p>Minutes:</p> <p>a. To approve minutes of Personnel Committee Meeting held 10 February 2022, as a true and accurate record of that meeting</p>

Signed.....

Date.....

	<p>RESOLVED: That the minutes of the SEPC Personnel Committee Meeting held 10 February 2022, be approved as a true and accurate record of that meeting</p>
<p>Item 5 /MAY 2022.</p>	<p>Contracts of Employment and associated employment documentation:</p> <p>a. To consider revision of the currently used Sherburn in Elmet Parish Council contract of employment template, for all council employees</p> <p>RESOLVED: That contracts of employment for all Sherburn in Elmet Parish Council employees are based on NJC/Green book terms and conditions.</p> <p>Hours are flexible within the needs of the council.</p> <p>Probationary periods are 6 months with an interim review after 3 months</p> <p><i>b. To consider adoption of the following policies:</i></p> <p>1. Annual leave policy: RESOLVED: That this policy be adopted with the following amendment: Annual leave up to 5 days, can be carried over (into next leave year) with the approval of the Personnel Committee.</p> <p>2. Expenses Policy: RESOLVED: That this policy be adopted.</p> <p>3. Sickness and absence policy: RESOLVED: That this policy be adopted.</p> <p>4. Working of Additional Hours and TOIL policy: RESOLVED: That this policy be adopted.</p> <p>5. Lone Worker Policy: RESOLVED: That Councillor Brook redraft a Lone Worker Policy for consideration at the next meeting of the SEPC personnel Committee</p> <p>6. Grievance policy: RESOLVED: That this policy be adopted.</p> <p>7. Disciplinary Policy: RESOLVED: That this policy be adopted with the following amendment: Examples of misconduct to include – non-compliance with Council policies</p>

	<p>8. Performance Management Policy: RESOLVED: That this policy be adopted.</p> <p>9. Health and Safety at Work Policy: RESOLVED: That Councillor Brook redraft a Health and Safety at Work Policy for consideration at the next meeting of the SEPC personnel Committee</p>
<p>Item 6 /MAY 2022.</p>	<p>Vacancy for clerk to Sherburn in Elmet Parish Council:</p> <ul style="list-style-type: none"> a. To consider detailed job description for clerk post b. To consider relevant NJC pay scale range for clerk post c. To consider person specification for clerk post d. To consider wording of advertisement for vacant clerk post e. To consider advertising strategy (and budget) for vacant post f. To consider all matters related to the recruitment procedure for the vacant clerk post <p>RESOLVED: After considerable discussion that the Sherburn in Elmet Parish Council considers, at the next meeting of the SEPC Personnel Committee, a re-evaluation of the role of a Clerk to the Council and the potential for the following posts with the Council's staffing structure: Executive Officer (to be appointed as Proper Officer) RFO Project Manager Administrative Assistant/Officer (using the Government's Kick Start Scheme)</p>
<p>Item 7 /MAY 2022.</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> <p>RESOLVED: That the next meeting of SEPC Personnel Committee be held on Monday 23 May 2022 at 7.15pm in the Eversley Park Centre</p>
	<p>Meeting closed at 9.10pm</p>