



MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE OF SHERBURN IN ELMET PARISH COUNCIL

Date: Monday 23 June 2022
Time: 7.15pm
Place: Harry Mountain Room, Eversley Park Centre, Low Street, Sherburn in Elmet LS25 6BA
Attendance: Cllr P Baumann, Cllr G Limbert, Cllr M Ward
Staff: None
In addition: None
Late Arrivals None **Early Departures** None
The meeting opened at 7.18pm.

P/22/1 Item 1	<p>a) To receive and note apologies for absence. All present</p> <p>b) To consider reasons for absence received. All present</p>
P/22/2 Item 2	<p>Declarations of Interest:</p> <p>a. To receive any declarations of interests from Members. <i>It is a requirement in law, Localism Act (2011, s31) that Council members declare any Disclosable Pecuniary Interest. (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations)</i> None received</p> <p>b. To consider any dispensation requests received None received</p>
P/22/3 Item 3	<p>Minutes:</p> <p>a. To approve minutes of Personnel Committee Meeting held on 23 May 2022, as a true and accurate record of that meeting RESOLVED: That the minutes be approved as a correct record. <i>Unanimous.</i></p>
P/22/4 Item 4	<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. Verbal update provided by Cllr Baumann. Wage payments will be processed week commencing 27th June. Pension access still not finalised but all necessary documents have been provided to Nest so this should be imminent. Nest pension contributions will need to be corrected for enrolled staff in July (backdated for any missed months). Locum Clerk is awaiting documents from Autela RE outsourcing of Payroll & Pension Management and will update once these have been received.</p> <p>b. To receive an update on the current staffing situation. The latest round of recruitment for an Executive Officer was unsuccessful. The committee will need to consider next steps. Current office staff provision is Locum RFO (6hrs/week) and Locum Clerk (15hrs/week), totalling 21hrs. This is down from a peak administrative workforce totalling c. 55hrs at the start of the year. Councillors to be reminded of this and</p>

	<p>ensure that non-urgent requests and communications are withheld until such a time that the Council has the sufficient administrative workforce in place.</p> <p>c. To approve staff timesheets and consider overtime/TOIL records Timesheets provided to the committee by the AMM, Locum Clerk and Locum RFO. No timesheet provided by Facilities Officer. There was a calculation issue on the AMM spreadsheet for April, so this will need to be clarified and brought back to the next Personnel Committee meeting for approval. Cllr Baumann is preparing uniform timesheets for all staff, and should have these ready in time for the next Personnel meeting for any comments before these are adopted by staff members. RESOLVED: To approve timesheets for Locum Clerk (to 12 June) and Locum RFO (to 24 June). To approve timesheet for AMM for May only. <i>Unanimous.</i></p> <p>d. To consider staff annual leave requests Annual leave request received from the Locum RFO — dates distributed to members via email in advance. RESOLVED: To approve the annual leave request from the Locum RFO. <i>Unanimous.</i></p> <p>e. To consider training and development requests. AMM — SIA training for CCTV Operator. These qualifications are usually 3-day courses and should be taken during contracted hours. A number of providers are available. RESOLVED: To approve SIA CCTV Operator training for the AMM, up to a fee of £300. If training costs exceed this, the request should be brought back to the Personnel Committee for approval. <i>Unanimous.</i></p>
<p>P/22/5 Item 5</p>	<p>Exclusion of the press and public: 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). RESOLVED: That the press and public be excluded from this Committee meeting for Item 7 only, 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. <i>Unanimous.</i></p>
<p>P/22/6 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. None received.</p> <p>b. To consider all further matters related to the recruitment procedure for the Executive Officer post. No applications received, although interest expressed by a few potential applicants. A further Locum may be required to meet any shortfall in staffing resources whilst recruitment efforts continue. RESOLVED: That the Council relists the vacancy for a further month in the locations agreed on 23rd May 2022 (Personnel Committee Agenda Item '6/MAY230522 e), with a budget of up to £500 (if needed). Job description to be redistributed prior to listing to ensure that remote working possibility is highlighted (aligning to the needs of the Council). <i>Unanimous.</i> FURTHER RESOLVED: That the Council relists its Locum Clerk vacancy for a further 15-20hrs per week, up to £25/hr. CVs to be brought to a future meeting of the Personnel Committee. <i>Unanimous.</i></p>
<p>P/22/7 Item 7</p>	<p>Additional Staffing Matters:</p> <p>a. To consider staff payroll matters. None, already covered in Item 4a.</p>

	b. To consider matters related to former staff. RESOLVED: That this item be deferred until the report is completed. <i>Unanimous.</i>
P/22/8 Item 8	Next meeting: To confirm date, time and venue for next meeting of SEPC Personnel Committee RESOLVED: That the next meeting of the Personnel Committee be held on 4 th July 2022. <i>Unanimous.</i>

The meeting closed at 8.20pm

Signed by the Chairman Date