



# SHERBURN IN ELMET PARISH COUNCIL

**DRAFT** Minutes of the SEPC Personnel Committee meeting held Monday 4 July 2022 at 7.15pm in Eversley Park Centre, Sherburn in Element.

**Present:** Councillor Gary Limbert, Councillor Peter Baumann, Councillor Malcolm Ward, Councillor Sarah Bradder and Councillor Alex Tant-Brown

**In attendance:**

Nicola Moorcroft (Locum Clerk) via MS Teams

<b>Item 1/July/22.</b>	<p><b>Apologies:</b></p> <p><i>a. To receive and note apologies for absence.</i></p> <p>There were none, all Committee members were present at the meeting.</p> <p><i>b. To consider reasons for absence received</i></p> <p>There were none</p>
<b>Item 2/July/22</b>	<p><b>Declarations of Interest:</b></p> <p><i>a. To receive Declarations of Interests from Members</i></p> <p>There were none</p> <p><i>b. To consider any dispensation requests received</i></p> <p>There were none</p>
<b>Item 3/July/22</b>	<p><b>Minutes:</b></p> <p><i>a. To approve minutes of Personnel Committee Meeting held 23 June 2022, as a true and accurate record of that meeting</i></p> <p><b>Amendment:</b> Minutes reflecting decisions made whilst press and public were excluded are to be amended. Exact details to be recorded in personnel files.</p> <p><b>RESOLVED:</b></p> <p>That subject to the amendment noted above, the minutes of Personnel Committee Meeting held 23 June 2022, be approved as a true and accurate record of that meeting</p>
<b>Item 4/July/22</b>	<p><b>General Staffing Matters:</b></p> <p><i>a. To receive an update and consider necessary actions relating to access to HMRC, pension, outsourcing of payroll and wage payments.</i></p>

Signed..... Date: .....

Councillor Baumann provided an update on access to HMRC, pension, outsourcing of payroll and wage payments, highlighting that all previous issues have now been resolved and that payroll provision by Autela and reinstating of NEST pension access will take considerable staff time.

***b. To receive an update on the current staffing situation.***

The Committee received an update on the current staffing situation, confirming that the Locum RFO is to work up to 6 hours per week flexibly and Locum Clerk is to work up to 15 hours per week until permanent staff can be recruited.

The post of SEPC Executive Officer is to be readvertised as soon as possible. That if no applications are received a Headhunter/Recruitment agency is engaged to fill the vacancy.

***c. To approve staff timesheets and consider overtime/TOIL records***

**RESOLVED:**

That all staff timesheets (circulated to Committee members prior to this meeting) be approved.

**NOTED:**

There are no TOIL or overtime hours for consideration.

***d. To consider staff annual leave requests***

**NOTED:**

That no new annual leave requests have been received.

***e. To consider training and development requests.***

**RESOLVED:**

That this Committee approve the attendance of all new Councillors and any who have not already attended, on a YLCA Off to a Flying Start Training Course.

Locum clerk to circulate this information to all Councillors

Item  
5/July/22

**Sherburn in Elmet Parish Council Staff Vacancies:**

***a. To consider CVs received for Locum Clerk post***

**NOTED:**

That no new CVs have been received for Locum Clerk post

***b. To consider all aspects of recruitment for RFO***

***To consider detailed job description for RFO post***

**RESOLVED:**

That the job description circulated includes all responsibilities of the RFO and be approved for use for this post.

***To consider relevant NJC pay scale range for RFO post***

**RESOLVED:**

That the NJC range to be advertised is LC 3 below substantive salary range - SCP scales 33- 36 (£19.53 -£21.09 per hour). Starting SCP will be awarded according to relevant skills, experience and qualifications.

***To consider person specification for RFO post***

**RESOLVED:**

That the person specification circulated be approved for use for this post.

***To consider wording of advertisement for RFO post.***

**RESOLVED:**

That the advertisement makes reference to flexible hours and location of working hours.

Starting contracted hours – 12 per week (subject to review)

***To consider advertising strategy (and budget) for RFO post***

**RESOLVED:**

That the budget for advertising be set at £500.

That the post be advertised at as many of the following as possible, within the budget, to be determined by Locum Clerk:

- YLCA
- SLCC
- SEPC website and social media platforms
- NALC
- Indeed
- Linked In

***To consider all matters related to the recruitment procedure for the RFO post***

**RESOLVED:**

That the closing date for receipt of applications is 5pm on Friday 5 August 2022

A meeting of the SEPC HR/Personnel Committee will be convened for 8 August 2022 to consider applications received.

Three members of the SEPC HR/Personnel Committee will be the Interview Panel (3 to be agreed at the Committee meeting on 8 August)

Interviews will be held in the week commencing Monday 8 August 2022

Second stage of the recruitment process will be at an Ordinary Meeting of Sherburn in Elmet Parish Council on Monday 15 August 2022.

<p><b>Item 6/July/22</b></p>	<p><b>Exclusion of the press and public:</b></p> <p><i>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 item 7 only)</i></p> <p>That the press and public be excluded from this Committee meeting, 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 item 7 only).</p>
<p><b>Item 7/July/22</b></p>	<p><b>Additional Staffing Matters:</b></p> <p><i>a. To consider matters related to former staff.</i></p> <p><b>RESOLVED:</b> After due consideration of evidence presented, that former staff member be invited to a meeting to discuss evidence collated. Councillor Baumann, Councillor Bradder and Councillor Tant-Brown to attend this meeting on behalf of SEPC</p>
<p><b>Item 8/July/22</b></p>	<p><b>Next meeting of Sherburn in Elmet Parish Council Personnel Committee</b></p> <p><i>a. To confirm date, time and venue for next meeting of Sherburn in Elmet Parish Council Personnel Committee</i></p> <p><b>RESOLVED:</b> That the next meeting of Sherburn in Elmet Parish Council Personnel Committee is Thursday 8 August 2022 at 7.15pm</p>

Signed..... Date: .....