

**MINUTES OF PERSONNEL COMMITTEE MEETING OF SHERBURN-IN-ELMET PARISH COUNCIL HELD IN THE PARISH COUNCIL OFFICE ON MONDAY FEBRUARY 13<sup>TH</sup> 2012 @ 7PM.**

**Present: Councillors Mrs B. Thwaite, Mrs. M. Hunt, K. Devers, C. Lake, S. Haskell, Mrs J. Brown and Mrs M. Gibson (Clerk).**

**1. APOLOGIES FOR ABSENCE.**

There were no apologies.

**2. ELECTION OF CHAIRMAN AND VICE CHAIRMAN.**

**Chairman.**

Councillor Mrs J. Brown proposed K. Devers, seconded by C. Lake- **unanimously elected.**

**Vice Chairman**

Councillor Mrs J. Brown proposed and Mrs B, Thwaite seconded S. Haskell –**unanimously elected.**

**3. CONFIDENTIALITY.**

**Chairman proposed that the following confidentiality section be adopted**

**a) To include a “Confidential Section” under the public bodies (admissions to meetings) Act 1960.**

**b) All members must preserve confidentiality of discussions held at meetings under the Confidential Section.**

**Agreed this be recommended to Council for adoption.**

**4. DECLARATION OF INTERESTS.**

No Councillors had interests to declare.

**5. MEETINGS.**

Meetings should be held at least twice per year. All meetings to be advertised and open to the public, and to meet all legal requirements.

**6. DELEGATED POWERS.**

**Chairman wished the committee to have delegated powers to deal with personnel issues, and full emergency powers to act on behalf of the council.** The Clerk pointed out that this would not be legal, only committee with delegated powers are the planning committee. Committees can only make recommendations to full council for approval or rejection. Discussion took place and it was agreed this would be the same as all other committees and make recommendations to full council.

**7. AGREED RESPONSIBILITIES FROM ORIGINAL MEETING IN FEBRUARY 2011.**

a) Hiring Staff

b) Staff Training and Development.

c) Management of staff performance, including annual review.

d) Reviewing of job descriptions, contracts of employment.

e) Ensure effective implementation of employment regulations.

f) Health and safety review.

g) Ensure availability of suitable equipment and accessories for staff use.

h) Submission of budgetary requirement to finance committee for next financial year.

**Agreed we request council to add “ Councillor Training” to this responsibility.**

### **8. Annual Appraisals.**

Chairman reports that no such appraisals have every been done and it was **agreed recommending that;**  
**The committee will receive annual appraisals undertaken by a nominated Councillor and consider issues raised in them. Councillor S. Haskell was elected**

### **9. Lone Worker Policy.**

Chairman was concerned about risk to Clerks when they are alone in the centre. Councillor Mrs Thwaite pointed out that there is a personal alarm in the EP office which the staff could have when they are alone. Chairman asked Mrs Thwaite to find out cost of a separate alarm for PC office. Chairman wishes a Health & Safety check to be done on the PC office. Councillor Lake to get quotation for cost.

### **10. Staff Complaints/Grievance Procedure.**

**Sub-division of committee into day-to-day and Grievance Appeal.**

**a) Day-to Day sub-committee would be Chairman and Councillors C. Lake, Mrs J. Brown, & Mrs M. Hunt.**

**b) Grievance Committee(Appeals ) Clerk pointed out that this should be drawn from Councillors not in this committee and are not informed of the problems. Councillor B. Packham, M. Hobson, Mrs B. Thwaite and A. Parmenter were agreed.**

### **11. Records.**

All meetings will be attended by the Clerk and minutes taken.

### **12. Date of next meeting.**

**Next meeting was arranged for Monday 2<sup>nd</sup> April at 7.30pm.**

### **13. Confidential section.**

**Clerk was asked to leave the meeting and did so.**