

**MINUTES OF THE PERSONNEL COMMITTEE MEETING OF SHERBURN-IN-ELMET PARISH COUNCIL
HELD ON MONDAY JUNE 22ND 2015 @ 7pm IN THE PARISH COUNCIL OFFICE.**

Present: Councillors C. Lake(Chairman) , Mrs M. Hunt, P. Doherty, S. Haskell and Mrs M. Gibson (Clerk)

1. Apologies

There were no apologies.

2. Community Development Officer post

The agreed applicant for this post had turned the offer down, and no others were thought suitable, either over qualified or not got the necessary knowledge of local government.

It had already been agreed at Parish Council meeting that this should be re-advertised.

Clerk felt that proper hours should be agreed before any Interviews took place as 30 hours per week were mentioned but no definite idea of hours to be worked had been thought of.

Agreed that the regular hours should be 9am - 1pm Monday/Wednesday/Friday and 9am -5pm Tuesdays and Thursdays. This would mean total regular hours per week of 25hours. The rest of the hours would be taken up with meetings and any hours not used would be "banked" for when more hours required. Clerk would not then work on Tuesdays.

Agreed this be advertised again with Indeed/YLCA and the Selby/Goole times. Also notices in Notice Board and Office window.

3. Clerks hours/duties

As the Project Officer finishes next Tuesday Clerk pointed out that she would be "pushed " to get all the work done so Councillors would have to be patient about what is done. Financial matters took precedence. Councillor Doherty would take Planning Minutes and also send responses to Clerk for forwarding to Selby. Councillors were also happy for Clerk to work any extra hours needed to do this work.

Clerk had pointed out to the Council that the salary proposed for the above post was 51 pence per hour more than her salary. Chairman had contacted YLCA who state the Clerks job is a "Post" and there are agreed rates for this and the Clerk is on the top rate agreed at the present time. As Clerk was agrieved with this reply it was agreed they would go back to YLCA to see what can be done!

