

MINUTES OF THE PERSONNEL COMMITTEE MEETING OF SHERBURN-IN-ELMET PARISH COUNCIL HELD ON WEDNESDAY 22ND, 2016 @ 7pm IN THE PARISH COUNCIL OFFICE.

Present: Councillors C. Lake, P. Doherty, L. Wake, M. Hobson, K. Devers and Mrs M. Gibson (Clerk)

1. **Election of Chairman-** Councillor L. Wake was proposed by Councillor Lake and seconded by Copuncillor Hobson – **Resolved that he be elected.**
2. **Apologies** -There were no apologies.
3. **To discuss Clerks job evaluation/Salary** –All committee had received copies of the above. **Agreed that we let YLCA know that this is now been checked and agreed by the Council.** Chairman reports that when we get reply from YLCA then we can look at Salary and this should be backdated to September 2015 when the CDO commenced work. This should be at least the same as the CDO but Committee felt that this should be more than that. Clerk reported on an email from SLCC dated 2007 which stated with the councils precept and assets they thought at least £13 per hour. (Clerk to send copy of this to Chairman)
4. **To discuss Clerks presence at Personnel Meetings also Minute Taking**-Chairman stated that he felt neither of the staff should be present at Personnel Meetings. Employees should have an input on agenda items all of which go to the Chairman. Staff can request to attend meetings if they wish for a specific reason. **Agreed this be proposed to full Council for agreement.**
5. **To discuss CDO's job description and Contract of employment** –Chairman reports that this has now been altered as proposed by YLCA. Including a 1 months' notice clause. The disciplinary clause in this Contract should state that disciplinary procedures should be considered by the Chairman and Personnel Chairman if this became necessary. Councillor Hobson asked what the CDO duties are exactly as he attends Library meetings but does not take minutes so why is the Council paying him to be there. **Agreed that we propose to full council the CDO does not attend Library meetings in the future until his presence is needed. This request should come from full Parish Council following request from the Library Steering Group.** Chairman reports that a proper Staff Assesment for both members of staff will be done in the near future. If there are problems with not being able to do the work agreed, the Council should be willing to send staff on courses to help with their work.
6. **To discuss contingency plans for Clerk/CDO in case of prolonged absence**-Chairman reports that he has spoken to YLCA who state that emergency cover can be arranged for long term absence. Councillor Devers suggested that the Clerk make up a "Janet & John list" of jobs/duties which she can update which would help anyone having to do a temporary job.
7. **To discuss Holiday Leave**-Chairman reports that SLCC have stated that Clerk should have preference for holiday dates. Clerk had asked for this in writing but nothing back yet. Chairman reported on email from CDO complaining about this and wanting legal reasons why this should be so. Committee felt there was no legal reason just a long term service preference. As both of the staff wished to be away between the 5th and the 9th September as a "one off gesture" 3 Councillors have agreed to cover the office over that time. Committee proposed that a Holiday Planner be purchased so that staff and also PC Chairman and Vice Chairman holidays can be marked up clearly.

Item for next Personnel Meeting agenda- To revisit powers of the Personnel Committee.

