

**MINUTES OF THE PERSONNEL COMMITTEE MEETING OF SHERBURN-IN-ELMET PARISH COUNCIL
HELD ON MONDAY OCTOBER 13TH 2014 @ 7pm IN THE PARISH COUNCIL OFFICE.**

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

1. Apologies were received from Councillor C. Lake.

2. Report on Staff Evaluations.

Chairman reports that these have been done again this year.

3. To discuss items raised on YLCA Healthcheck.

Matters for attention/adoption.

- a. Finance and Standing Orders to be made exactly the same on Finance Regulations £50000 for contracts yet on Standing Orders £60000. **Needs adopting correct amount**
- b. Complaints Policy YLCA recommend council adopts the revised Legal Topic Note 9, asked for copy.
- c. Health & Safety Policy YLCA state we do not have one We are included on EPC one.
- d. Grievance & Disciplinary Policy & Equal Opportinirtes Policy. Sickness Absence Policy. Clerk/Project Officer to sign letters and receive copies on these policies.
- e. Financial Risk Assessment-this needs updating and adopting.
- f. Internal Financial Controls. YLCA recomend that at least quarterly the accounts/books etc are checked and full council confirms that this excercise has been carried out Agreed Finance Chairman should carry out this check.
- g. Register of Interests- needed updating on website. this has been done.
- h. Risk Assessment of publicly accessible assets. This is being carried out by the LAP committee and is ongoing.
- i. Policy Retention YLCA state we should have paper files, we have these and they are updated regularly.

4. Recording at Meetings.

New regulations mean that public can ask to Record PC meetings.

Agreed this Committee propose to full council that this only be allowed with prior

7 days Notice. We would then arrange to record at the same time to protect the Council from any changes being made to any recording . Clerk to ask Mr Johnson

about equipment to do this. Councillor Doherty can do this so if he is present he will arrange to record on The Councils behalf.

5. Project Officer having emergency powers to authorise work.

Clerk rep[orts that last week we had a leak at fairway and Project Officer had not been able to deal with this. **Agreed this committee propose to full Council that**

Project Officer is allowed to authorise work in emergency situations.