

**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 reports 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.**