



**Town Clerk:** Ms. Helen Watson FSLCC

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20<sup>th</sup> May 2020

To all members of the Town Council Personnel Committee  
Councillors P. Astell, L. Johnson, D. Healy (Chair), D. Jack

Dear Councillors Astell, Healy, Jack and Johnson

### **PERSONNEL COMMITTEE**

You are hereby summoned to attend a meeting of the Beverley Town Council Personnel Committee to be held via Zoom on Tuesday 26<sup>th</sup> May 2020 at 11.00am.

Yours sincerely

*H Watson*

**Helen Watson**  
**Town Clerk**

### **AGENDA**

- 1. To receive apologies for absence**
- 2. Declarations of Interest and Dispensations**
  - (a) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.
  - (b) To note dispensations given to any member of the council in respect of the agenda items listed below.
- 3. To elect a Personnel Committee Chair for the 2020/21 Municipal Year.**
- 4. To elect a Personnel Committee Vice-Chair for the 2020/21 Municipal Year.**
- 5. To consider the exclusion of the public from the meeting on the grounds that confidential information in relation to the employment of staff shall be disclosed (Public Bodies (Admission of Meetings) Act 1960).**

**Motion:** that the public be excluded from the meeting on the grounds that confidential information in relation to the engagement of staff shall be disclosed (Public Bodies (Admission of Meetings) Act 1960)
- 6. To note the minutes of the Personnel Committee Meeting on 27<sup>th</sup> April 2020** (previously approved and signed at Full Council on 18<sup>th</sup> May 2020).
- 7. Review of time sheets:**
  - (a) To sign officers timesheets.
  - (b) To authorise/approve the final staff overtime payment up to 27<sup>th</sup> April 2020 (prior to resolution Personnel Committee 27.4.20. min 48/19.
- 8. To consider a direct debit by limited authority to the TC Group, to make staff wages, pensions and HMRC directly – Town Clerk to report.**

9. **To review current staffing arrangements in terms of COVID-19 lockdown, staff duties and return to office-based working:**
  - (a) Town Clerk and Deputy Town Clerk
  - (b) Admin Officers
  - (c) Handyman
  
10. **To consider how best to proceed with management of phone calls from the public during the continuing COVID-19 lockdown.**
  
11. **To consider other personnel issues/staffing matters.**