



Town Clerk: Ms. Helen Watson FSLCC
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Thursday 23rd July 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 remotely via Zoom on Tuesday 28th July 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 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)
4. **To note the minutes of the Personnel Committee Meeting on 30th June 2020** (submitted for approval and to be signed at Full Council on 27th July 2020).
5. **Review of time sheets:**
 - (a) To receive a review and sign the timesheets for basic contracted hours.
6. **To review current staffing arrangements in terms of COVID-19, staff duties and return to office-based working:**
 - (a) Town Clerk and Deputy Town Clerk

- (b) Admin Officers
- (c) Handyperson
- (d) Update of Risk Assessment

7. **To receive notice that the Handyman had resigned.**
8. **To consider the vacant Handyman position and changing the name of the role to Allotments, Grounds & Maintenance Officer.**
 - (a) To consider the vacant role and filling with a temporary person for the immediate actions and plant care/watering required.
 - (b) To consider filling the vacant role with contracted workers to complete tasks.
 - (c) To consider putting a recruitment application pack together for the role as it exists (application form, job spec and job des).
9. **To consider other personnel issues/staffing matters.**