



Town Clerk: Ms. Helen Watson FSLCC

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Thursday 18th February 2021

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 **Wednesday 24th February 2021 at 10.00am.**

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 26th January 2021** (previously approved and signed at Full Council on Monday 22nd February 2021).
- 5. To consider the following personnel issues/staffing matters.**
 - (a) **Contract for Town Maintenance** (see attached).
 - (b) **Renewal of Admin Assistant's additional hours contract** (Deputy Town Clerk to report).
 - (c) **Consider Staff Appraisal process and forms** (see attached).
 - (d) **Any other issues relating to staffing.**