

**Town Clerk:** Ms. Helen Watson FSLCC  
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Wednesday 21<sup>st</sup> April 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 Tuesday 27<sup>th</sup> April 2021 at 11.00am.

Yours sincerely,



**Matt Snowden**  
Deputy Town Clerk

## AGENDA

1. **Introduction**
  - (a) The Chair to explain that the meeting is being live-streamed on You Tube via Zoom.
  - (b) The Chair to explain meeting protocol in terms of using remote technology.
2. **To receive apologies for absence**
3. **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.
4. **To note the minutes of the Personnel Committee Meeting on 30<sup>th</sup> March 2021** (previously approved and signed at Full Council on 12<sup>th</sup> April 2021).
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. Internal Audit Recommendations Resolutions Action Plan**  
To consider the aspects of the Internal Audit Recommendations Resolutions Action Plan, which fall under the auspices of the Personnel Committee.
- 7. Staff Appraisals**  
To consider and resolve matters arising from the Staff Appraisals:
- (a)** To consider revisions to the job descriptions and any related changes to the roles and duties of the Administration Assistants.
  - (b)** To consider temporarily raising the Deputy Town Clerk to Acting Town Clerk.
  - (c)** To consider any other matters arising from the Staff Appraisals.
- 7. Requests from the Deputy Town Clerk**
- (a)** To consider subscribing the Deputy Town Clerk as a member of the Society of Local Council Clerks (quote to be provided at the meeting).
  - (b)** To consider purchasing a copy of Arnold-Baker on Local Council Administration Twelfth Edition (quotes to be provided at the meeting).
- 8. Staff Wellbeing**  
To consider matters relating to Staff Wellbeing (Deputy Town Clerk to report).