

Town Clerk: Ms. Helen Watson FSLCC
Office Address: 12 Well Lane, Beverley, East Yorkshire, HU17 9BL
Tel: 01482 874096 **Email:** clerk@beverley.gov.uk **Website:** www.beverley.gov.uk

Wednesday 19th May 2021

To all members of the Personnel Committee

Dear Councillor,

Personnel Committee

You are hereby summoned to attend the Policy and Finance Committee Meeting of Beverley Town Council to be held remotely via Zoom on **Thursday 27th May 2021** to commence at 11:00am.

Yours faithfully,



Matthew Snowden
Acting Town Clerk

Notes About the Meeting

- **Delegation of Duties:** From May 2020 to 6th May 2021, the Emergency Coronavirus Act allowed Councils to meet and make resolutions via remotely technology. However, the Government decided to discontinue this from 6th May 2021 onwards. Therefore, on 12th April 2021, Full Council resolved to delegated all decisions to the Acting Town Clerk (other than those that by law cannot be delegated). It was also resolved to continue holding meetings, but due to being unable to make direct resolutions remotely, all decisions made by Councillors will be recommendations to advise the Acting Town Clerk in their decision making.
- **Observing Meetings:** Members of the public can view live-streams of meetings via the Town Council's YouTube Channel: <http://tiny.cc/ra3xtz>
- **Public Forum:** Members of the public are welcome to address the meeting in a public forum at 6:30pm. Because meetings are currently taking place remotely due to the ongoing Covid-19 pandemic, please email the Town Council on clerk@beverley.gov.uk at least 24 hours before the meeting, so we can provide you with a Zoom link.
- **Recordings:** Members of the public are entitled to record meetings. The Town Council's full policy regarding Recording of Meetings can be found on the website: <https://www.beverley.gov.uk/policies-procedures/>

AGENDA

1. **Introduction**
The Chair to explain that the meeting is being live-streamed on You Tube via Zoom, detail the meeting protocol in terms of using remote technology and make a rollcall of Councillors and Officers.
2. **To Receive Apologies for Absence.**
3. **Declarations:**
 - (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 below.

4. **To note the minutes of the Policy and Finance Committee Meeting held on Tuesday 27th April 2021** (previously circulated, approved and signed at Mayor Marking/Annual Council Meeting on Tuesday 4th May 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. **Staffing Matters:**

(a) To receive an update following the request from ERNLLCA for advice regarding revised pay scales and for the Committee to make recommendations to Full Council.

(b) To consider matters relating to Staff Wellbeing (Acting Town Clerk to report if any).

(c) To review current overtime agreements (Acting Town Clerk to report).

(d) To review Covid-19 issues relating to staff working from home (Acting Town Clerk to report) and related issues regarding remote meetings.

7. **Internal Audit**

To consider how best to resolve matters raised as part of the Internal Audit in relation to staffing (Acting Town Clerk to report).

8. **Personnel-related Policies**

As recommended in the Internal Audit, to consider reviewing the following policies:

(a) Annual Leave/Time Off Work Policy (see attached).

(b) Toil and Overtime Policy (see attached).