

**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 21<sup>st</sup> July 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 in the **Town Council Meeting Room on Thursday 29<sup>th</sup> July 2021** to commence at 11:30am.

Yours faithfully,



**Matthew Snowden**  
Acting Town Clerk

### Notes About the Meeting

- **Observing Meetings:** Members of the public are welcome to observe meetings, but please note that in terms of the Personnel Committee, the majority of the meeting is closed to the public due to the confidential nature of issues relating to members of staff.
- **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. **To Receive Apologies for Absence.**
2. **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.
3. **To note the minutes of the Personnel Committee Meeting held on 27<sup>th</sup> May 2021**  
(Previously circulated, approved and signed at Full Council on 7<sup>th</sup> June 2021).
4. **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).
5. **Post Covid Issues**  
To consider staff work practises following the official end of legislated lockdown measures (Acting Town Clerk to report).
6. **Staff Wellbeing Issues**  
To consider any issues (should there be any) relating to staff wellbeing or other related matters.
7. **Staffing Going Forward**  
To discuss any staffing issues going forward that may need to be considered.