



## Personnel Committee

29th July 2021

**11:30am at the Beverley Town Council Offices**

**Present:** Councillors D. Healy (Chair), P. Astell, D. Jack (Vice-chair), L. Johnson

**In Attendance:** Matthew Snowden (Acting Town Clerk)

**10/21: To Receive Apologies for Absence**

No apologies were received.

**11/21: Declarations:**

**11.1: 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.**

There were no declarations of interest.

**11.2: To note dispensations given to any member of the council in respect of the agenda items below.**

There were no dispensations.

**12/21: 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).

The minutes were noted.

**13/21: 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).

**Proposed:** Cllr D. Healy

**Seconded:** Cllr D. Jack

**14/21: Post Covid Issues:** To consider staff work practises following the official end of legislated lockdown measures

**Proposal:**

- That Council Officers continue to work as previously agreed, but that the office be now open to the public and the main letterbox on the office door to be re-opened.
- Personnel Committee will from now on meet in-person at the Council Office due to the small number of people involved. However, if there are any issues regarding Councillors or Officers testing positive for Covid-19, meetings may revert to being remote.
- All other Committee Meeting will take place remotely, but this will be reviewed at the Personnel Committee Meeting in October 2021.
- Full Council will take place in-person and the Acting Town Clerk will book an external venue with appropriate space and set-up to enable this to happen for the rest of the Municipal Year.
- Council Officers will continue to work as previously agreed (a combination of home and office working).
- The office will be gradually reopened to the public and the main letterbox on the door will be re-opened.

**Proposed:** Cllr P. Astell      **Seconded:** Cllr D. Healy

**Resolved:** *That the Proposal be approved.*

**15/21: Staff Wellbeing Issues:** To consider any issues (should there be any) relating to staff wellbeing or other related matters.

There were no additional Staff Wellbeing Issues other than matters raised in other agenda items.

**16/21: Staffing Going Forward:** To discuss any staffing issues going forward that may need to be considered.

**Proposal:** That a maximum of £3,000 be allocated for legal advice regarding the employment matters. This will be taken from the Legal Expenses budget line and Unallocated Reserves.

**Proposed:** Cllr D. Healy      **Seconded:** Cllr D. Jack

**Resolved:** *That the Proposal be approved.*

The meeting finished at 12:15pm.

Signed: \_\_\_\_\_  


Date: 20/09/21