



Personnel Committee

30th September 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)

17/21: To Receive Apologies for Absence

No apologies were received.

18/21: Declarations:

18.1: 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.

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

There were no dispensations.

19/21: To note the minutes of the Personnel Committee Meeting held on 29th July 2021
(Previously circulated, approved and signed at Full Council on 20th September 2021).

The minutes were noted.

20/21: 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

Resolved: *That the motion be approved.*

21/21: Policies

To review the following policies.

21.1: Annual Leave/TOIL Policy

21.2: Sickness Policy

Proposal: That the Acting Town Clerk revises the Annual Leave/Toil Policy and Sickness Policy to ensure they adhere to the most recent NALC model documents. In addition, to seek advice from NALC to ensure the contents of staff contracts correlate with the policies so as to avoid contradictions and confusions. The Acting Town Clerk will provide an update at the next meeting of the Personnel Committee.

Proposed: Cllr D. Healy

Seconded: Cllr D. Jack

Resolved: *That the proposal be approved.*

22/21: Updates

22.1: HR Companies

The Acting Town Clerk reported that the Finance Officer was still chasing up HR Companies to gain quotes for a retainer service, but to date companies had not been forthcoming. The Finance Officer will continue to contact the companies with quotes presented at the next meeting of Personnel.

22.2: BACS payments

The Acting Town Clerk reported that the Finance Officer was still in liaison with the Town Council's bank regarding the costings to move staff salaries onto a BACS system. The costs of this will be presented at the next meeting of Personnel.

23/21: Staff Wellbeing

The Acting Town Clerk reported that all members of staff continue to work hard during still difficult times, but that everyone was working to at full capacity, leaving very little room to review and take stock of situations. He also said that the Council needs to carefully consider if there is capacity to develop and deliver any new projects, etc. as staff are just about coping with all the demands of Council, but would struggle if much more was expected.

The Acting Town Clerk also updated the committee on staff training opportunities that had been taken, staff leave and general staffing matters.

Cllr D. Healy agreed to liaise with ERYC Occupational Health, to investigate the possibility of Beverley Town Council buying into their services.

24/21: Staffing Going Forward

At this point, the Acting Town Clerk left the meeting to enable Councillors to discuss any matters relating to staffing going forward.

The meeting finished at 12:20pm.

Signed: 

Date: 25th October 2021