

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

Thursday 19th May 2022

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 26th May 2022** to commence at **10:00am**.

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 or officers 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 or officers in respect of the agenda items below.
3. **To note the minutes of the Personnel Committee Meeting held on 22nd March 2022** (previously approved and signed at Full Council on 25th April 2022).
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. Staffing Issues

To consider and resolve any ongoing staffing issues.

6. Staff Wellbeing

To receive information regarding staff wellbeing issues (Acting Town Clerk to report).

8. Temporary Job Revisions

(a) Temporary Assistant Town Clerk: To consider a temporary (12 months) change of job title, additional responsibilities and commensurate pay scale of the Administrative Officer to Assistant Town Clerk to provide additional support to the Acting Town Clerk (see attached).

(b) Temporary Support Assistant: To consider a new temporary (6 months) post of Support Assistant (see attached).

9. Time Sheets

To approve and sign timesheets (to be presented at the meeting), in line with the Interim Internal Audit Recommendation: *"That the Acting Clerk/RFO signs the overtime sheets for all staff as their line manager and that the timesheets for the Acting Clerk/RFO are signed by the Chair of the Council or Chair of the Personnel Committee as determined by the council. Timesheets to be signed in advance prior to payroll processing and retained on file for audit purposes."*