

Acting Town Clerk: Mr Matthew Snowden
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Monday 28th November 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 Friday 2nd December 2022** to commence at **10am**.

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 24th October 2022** (previously circulated, approved and signed at Full Council on 14th November 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. Staff Wellbeing

To discuss and resolve any relevant staff wellbeing issues.

7. 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*

8. National Pay Award

To receive for information details about the annual salary increment agreed by NALC (Acting Town Clerk to report).

6. Staffing Structure

To consider a revised staffing structure and make recommendations to Full Council.