BEVERLEY TOWN COUNCIL
WORKING AS A COMMUNITY

Personnel Committee
24th October 2022

1700 hours at the Beverley Town Council Offices

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

14/22: To Receive Apologies for Absence

No apologies as all present

15/22: Declarations:

15.1: 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.

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

There were no dispensations.

16/22: To note the minutes of the Personnel Committee Meeting held on 3rd August 2022
(previously approved and signed at Full Council on 15th August 2022).

17/22: 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).

No public were present.

Resolved: *That the motion be approved.*

18/22: Staff Wellbeing
To discuss and resolve any relevant staff wellbeing issues.

Agreed to consider outsourcing the HR function to an external HR company.

19/22: 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.*"

The Chair signed the timesheets for all staff.

20/22: Staffing Issues
To consider and resolve any ongoing staffing issues.

Discussed a suitable staff structure moving forward.

Signed: L. J. Johnson **Date:** 14/11/22