



Personnel Committee 26th May 2022

10:00am at the Beverley Town Council Offices

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

In Attendance: Matthew Snowden (Acting Town Clerk)

1/22: To Receive Apologies for Absence

Apologies were received from Cllr P. Astell.

2/22: Declarations:

2.1: 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.

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

There were no dispensations.

3/22: 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).

Resolved: *That the minutes of the Personnel Committee Meeting held on the 22nd March 2022 were noted.*

4/22: 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).

Proposed: Cllr D. Jack **Seconded:** Cllr L. Johnson

Resolved: *That the motion be approved.*

5/22: Staffing Issues

To consider and resolve any ongoing staffing issues.

The Chair updated the committee on current on-going staffing issues.

6/22: Staff Wellbeing

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

The Acting Town Clerk reported on issues relating to staff wellbeing, which the committee needs to consider and resolve, in particular issues of workloads.

7/22: Temporary Job Revisions

- 7.1 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).

Proposed: Cllr D. Jack **Seconded:** Cllr L. Johnsons

***Resolved:** That this committee approves the proposal in principle, with the addition that officers will produce a job description and seek advice from ERNLLCA regarding the revised salary scale. This information will be brought to the next Personnel Committee for final approval. In addition, it was agreed that upon the conclusion of the 12 months, the post holder can return to the position of Administrative Officer.*

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

Proposed: Cllr D. Jack **Seconded:** Cllr L. Johnson

***Resolved:** That this committee approves the proposal in principle, with the addition that officers will produce a job description and seek advice from ERNLLCA regarding the salary scale. This information will be brought to the next Personnel Committee for final approval.*

8/22: 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 approved and signed the time sheets.

The meeting finished at 10:55am

Signed: _____
L. J. Johnson

Date: 14/11/22