



BEVERLEY TOWN COUNCIL
PERSONNEL COMMITTEE MEETING

24th June 2019
8.00pm at 12 Well Lane Beverley

Present: Councillors D Healy (Chairman), S Blencoe (Deputy Chair), P Astell and D Jack

In attendance: Helen Watson - Town Clerk

12/19: To receive apologies for absence

All members were present.

13/19: Declarations and Dispensations

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.

No declarations of interest were declared.

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

No dispensations were given.

14/19: 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)

Resolved - That the public be excluded 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)

There were no members of the public present to be excluded.

15/19: To note and discuss matters arising from the meetings of the Personnel committee on 4th June 2019, previously approved and signed at Full Council on 10th June 2019

Members requested that the Clerk leave the room whilst a matter arising was discussed. An item was noted and discussed by the members.

Resolved – Cllr Healy to take advice from appropriate legal bodies and report back to members. Cllr D Healy to respond by letter to the recipient on behalf of Beverley Town Council Personnel Committee.

16/19: To discuss the workload of Beverley Town Council Officers

Members and the Officer discussed the current increased workload and the recent past workload of the BTC officers.

It was recommended that:

- The opening hours of BTC are observed from 10am to 1pm Tuesday to Thursday.
- Time be allowed for training and building the new officer/members team.
- To request that appointments are made to meet with officers to enable more efficient working.
- To request how members want to receive Council packs to avoid duplication.
- For members to work on a strategic vision for officers to implement and follow.
- For faster fibre optic broadband and it be purchased as detailed in the budget.
- To look at new mobile phones for the both principle officers.
- To change the answer phone to reflect that calls will be answered at certain times of the day.
- Members will have officer's mobile numbers for access in working hours.
- To look at dealing with emails at certain times of the day, so it's not taking the total time.
- To look to build a more inclusive culture between members and officers.
- To allow time for work to be carried out by officers to promote more efficient working practices.
- For the Clerks to inform members of time and cost implications of forthcoming services e.g., Yorkshire in Bloom, Allotment Day and the food festivals along with normal and additional operational duties, so that it can be decided what activities and tasks to prioritise, or not do.

The Officer requested that members of Personnel met with all the officers within the BTC team to discuss the roles and responsibilities of the workforce in view with the members new strategy, to evaluate what tasks needed to be done and if any changes were required.

Resolved – That a staff and Personnel members informal meeting be arranged for 23rd July at 5pm at the BTC office.

17/19: To discuss pay awards and grades for officers.

Members had previously received an overview report on the Profile of LC1-4 of the National Association of Local councils and the Society of Local Council Clerks, National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales 2004. Members discussed that this matter would be looked into in autumn when the strategy was identified.

Resolved – That this matter be looked at again in autumn when a strategy had been identified and more information of what the newly elected Town Council remit would be.

The meeting was closed at 9.25 pm

Signed: RWD Seal Date: 22/7/19