

BEVERLEY TOWN COUNCIL

**Town Clerk – Helen Watson FSLCC
12 Well Lane, Beverley, HU17 9BL
Tel 01482 874096**

28th May 2019

To All members of the Town Council Personnel Committee
Cllrs: Astell, Blencoe, Healy and Jack.

Dear Councillor

PERSONNEL COMMITTEE

You are hereby summoned to attend a meeting of the Beverley Town Council Personnel Committee to be held on Tuesday 4th June at 6.30pm at Beverley Town Council Office, 12 Well Lane, Beverley.

Yours sincerely

H Watson

**Helen Watson
Town Clerk**

AGENDA

1. To receive apologies for absence
2. (a) 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.

(b) To note dispensations given to any member of the council in respect of the agenda items listed below.
3. 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)
4. To elect Chair for the municipal year.
5. To elect Vice Chair for the municipal year.
6. To approve and sign the minutes of the Personnel Committee meeting on 24th May 2019.
7. To update members that contracts have been signed for the fixed term temporary contract administration assistant and the newly appointed Deputy Town Clerk.
8. To update on the action of Full Council (25.02.19 min 665) and Personnel Committee (19.03.19 min 87, 15.04.19 min 97 and 24.04.19 min 105) resolutions regarding the recommendations received from ERNLLCA and legal advice.
9. To discuss pay awards and grades for officers.
10. Staffing matters.
11. Training and other.