



Minutes of the Personnel Committee Meeting

On 5th December 2019

11am at 12 Well Lane, Beverley

Present: Cllrs Denis Healy (Chair), Duncan Jack and Peter Astell

In Attendance: Helen Watson (Town Clerk)

24/19: To receive apologies for absence.

Councillor Shaun Blencoe.

25/19: Declarations of Interest and Dispensations

- i. 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 were received.

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

No dispensations were received.

26/19: 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)

Proposed: Councillor Healy

Seconded: Councillor Astell

Resolved: 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)

27/19: To note the minutes of the Personnel Committee Meeting on 10th September 2019, (previously signed at Full Council).

The minutes were noted.

28/19: To receive and review the staff discussions and feedback.

Resolved: *The staff discussions and feedback was noted by the Personnel committee with thanks being passed back to all officers.*

29/19: To review staffing requirements for 2020/21 within the Beverley Town Council budget setting process to forward to Full Council.

- (a) The Personnel Committee outlined the operational and clerking requirements of the Council for the coming year.

Proposed: Councillor Healy

Seconded: Councillor Jack

Resolved: The Clerk to quantify the total hours required for the coming year to cover the Councils operational requirements. This is to be accommodated as far as possible on contracted hours, stating that approximately 23 hours plus overtime per week are worked on average through the year.

(b) Discussion took place on additional meeting, minutes and agendas

Proposed: Councillor Healy

Seconded Councillor Jack

Resolved: The Personnel Committee resolves that all Council and Committee Minutes are written in compliance with Standing Order 3T with only the items mentioned in the section recorded.

(c) Discussion took place on payment of invoices in line with approved budget spend

Resolved: The Personnel Committee resolves to re-enforce Full Council 10th June 2019 minute 20/19 resolution 20.1. That payment of actions in accordance with the budget is delegated to the Town Clerk to facilitate prompt payments in line with budget spend.

30/19: To review the Toil and Overtime Policy.

Resolved: To recommend the Overtime and Toil Policy be adopted by Full Council.

31/9: To sign off the time sheets.

Resolved: The time sheets were examined.

32/9: To consider members feedback on personnel issues.

The Clerk was requested to leave the meeting so that discussion could be had on an issue received by the Chair of Personnel regarding a complaint against the Council.

Signed.....

R W D Jack

Date.....

13/1/2020