



**BEVERLEY TOWN COUNCIL**  
**PERSONNEL COMMITTEE MEETING**

**4<sup>th</sup> June 2019**  
**6.30pm 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

**1/19: To receive apologies for absence**

All members were present.

The Town Clerk opened the meeting in lieu of a committee chair.

**2/19: 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.

**3/19: 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.

**4/19: To elect a Chair for the current Municipal Year**

Nomination Cllr D Healy (proposed by Cllr S Blencoe, seconded by Cllr D Jack)

**Resolved** - Members unanimously voted that Cllr D Healy be elected as Chair of Personnel Committee.

**5/19: To elect a Vice Chair for the current Municipal Year**

Nomination Cllr S Blencoe (proposed by Cllr D Jack, seconded by Cllr P Astell)

**Resolved** - Members unanimously voted that Cllr S Blencoe be elected as Vice Chair of Personnel Committee

**6/19: To approve and sign the minutes of the Personnel Committee Meeting on 24<sup>th</sup> April 2019.**

**Resolved** - The minutes of the above meeting were approved and signed as a correct record.

**7/19: Contracts**

To update members that contracts have been signed for the fixed term temporary contract Administration Assistant and newly appointed Deputy Town Clerk.

**8/19: 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.**

Members discussed the information presented.

**Resolved** – Cllr D Healy to respond by letter to the recipient on behalf of Beverley Town Council Personnel Committee.

**9/19: To discuss pay awards and grades for officers.**

Members 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 the various substantive ranges detailing responsibilities as defined in the different profiles, along with information from ERNLLCA. Members requested that Cllr D Healy seek further information from SLCC and ERNLLCA on this matter and bring the information back to the next Personnel meeting on 24<sup>th</sup> June at 6.30pm.

**Resolved** – That the Cllr D Healy seeks further clarity from ERNLLCA and SLCC on this matter and bring back to Personnel committee for a resolution.

**10/19: Staffing matters**

The Town Clerk informed members of requests from officers to work for other organisations.

**Resolved** – There was no objection to this subject to it not being in conflict with work for Beverley Town Council informing the line manager of other external work, and remaining flexible to cover any additional work at Beverley Town Council.

**11/19: Training**

The officer reported on recent additional, operational activity. Members and the officer identified the need for consolidation time for staff to form a development plan for future training needs of new staff and the general future needs of all officers in relation to the new Council.

The meeting was closed at 8.45pm

Signed..... RWD Jack ..... Date..... 11/6/19 .....