



Minutes of the Personnel Committee Meeting

On 27th January 2020

10am at 12 Well Lane, Beverley

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

In Attendance: Helen Watson (Town Clerk)

33/19: To receive apologies for absence.

All members were present

34/19: 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.

35/19: 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 Jack

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)

36/19: To note the minutes of the Personnel Committee Meeting on 5th December 2019, (previously signed at Full Council on 13th January 2020)

The minutes were noted.

37/19: To elect a Vice Chair for the remaining municipal year.

Proposed: Councillor P Astell

Seconded: Councillor Johnson

Resolved: That Councillor Jack is elected as Vice Chair of Personnel Committee for the remaining municipal year.

38/19: To review and recommend operational staffing hours, responsibilities and requirements for 2020/21 staffing budget line with the Town Clerk, as resolved within the Beverley Town Council budget setting process on 13th January 2020 – Cllr Healy and Town Clerk to report.

Proposed: Councillor Healy

Seconded: Councillor Jack

Resolved: To offer additional hours to experienced existing officers on a temporary basis as discussed. To employ a P/T (20 hours per week) Admin Assistant Officer and P/T (10 hours per week) Seasonal Handy Person/services (April to Oct). To use additional budget for specialist services as required.

39/19: To review and consider the service of volunteer allotment representatives in line with GDPR.

Proposed: Councillor Johnson

Seconded: Councillor P Astell

Resolved: Due to new GDPR legislation the role of the volunteer allotment representative is no longer appropriate. The point of contact will be through the Town Council Office with the Officers and/or the Handyperson. The Town Council wishes to thank all allotment representatives for their great service over the years. The Town Clerk is to write to the volunteer allotment representatives to thank them and inform them of the changes due to GDPR legislation.

40/19: To receive and consider staff training and conference information and requirements.

Proposed: Councillor Healy

Seconded: Councillor P Astell

Resolved: It was resolved that the Deputy Town Clerk be invited to start Introduction to Local Councils Administration. The Handyperson attend the ERNLLCA Play Equipment training. The Town Clerk attends the SLCC Practitioners Conference and ERNLLCA Good Employer training. That Councillors Johnson, Healy and P Astell attend ERNLLCA Good Employer training.

41/19: To receive and consider the East Yorkshire Local Councils Network - revised code of conduct from Cllr Jack and Town Clerk reported

Noted: The information was noted and will be circulated to Full Council.

42/19: To sign off the time sheets.

Proposed: Councillor Healy

Seconded: Councillor Jack

Resolved: The time sheets were examined and signed.

43/19: To consider other personnel issues/staffing matters.

There were no other issues discussed.

The meeting closed at 11.50am

Signed.....R. W. D. Taylor..... Date 24th February 2020