



MINUTES OF THE PERSONNEL COMMITTEE MEETING
HELD ON TUESDAY 2nd FEBRUARY 2021
AT 7PM VIA ZOOM WEBINAR FUNCTION



PRESENT:

- Cllr J Woodhead (Chairman)
- Cllr C Thomas (Vice Chairman)
- Cllr M Foster
- Cllr F Foster
- Cllr M Knight
- Cllr M North
- Cllr R Pullinger
- Cllr H Ramsay
- Cllr M Russell
- Cllr D Strachan

- Mr P Tarrant – Town Clerk & Chief Executive, Biggleswade Town Council
- Mr P Truppin – Assistant Town Clerk, Biggleswade Town Council
- Ms Nina Villa – Assistant Town Clerk, Biggleswade Town Council
- Mrs S van der Merwe – Meeting Administrator, Biggleswade Town Council

Members of Public – 0

Meeting Formalities:

Following a reminder to meeting attendees, both panel and public, that this is a formal meeting, the Chairman advised that members of the public will be given an opportunity to speak during public open session but not at other times. The meeting is being filmed and by being present attendees are deemed to have agreed be filmed and to the use of those images and sound recordings. The Chairman advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of the individual. The Chairman asked everyone to mute their microphones when not speaking.

Members and Officers observed a 1-minute silence in memory of Captain Tom Moore, a Bedfordshire resident and COVID-19 Fundraiser, who passed away on 2 February 2021.

1. APOLOGIES

None.

2. 1. DECLARATION OF INTERESTS

To receive Statutory Declarations of Interests from Members in relation to:

- (a)** Disclosable Pecuniary interests in any agenda item – None.
- (b)** Pecuniary interests in any agenda item – None.

3. PUBLIC OPEN SESSION

There were no questions from the member of the public present.

4. **MINUTES OF MEETINGS**

- a. Members **RECEIVED** and **APPROVED** the Minutes of the Personnel Committee Meeting held on **3rd November 2020**.

5. **MATTERS ARISING**

Matters arising from the Minutes of the Personnel Committee Meeting of **3rd November 2020**.

None.

6. **ITEMS FOR CONSIDERATION**

None.

7. **ITEMS FOR INFORMATION**

None.

8. **PUBLIC OPEN SESSION**

There were no questions or comments from the member of the public present.

9. **EXEMPT ITEMS**

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council resolve to exclude the public and press by reason of the confidential nature of the business being transacted.

(10a: Appraisal outcomes 2020/2021)

(10b: Recruitment update: Senior Assistant and Assistant Town Clerks)

(10c: Recruitment update Public Realm Manager and Public Realm Deputy Manager)

(10d: Broad HR Update)

(10e: Town Clerk & Chief Executive Remuneration)

The following resolution was **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

10. **EXEMPT ITEMS**

a. **Appraisal outcomes 2020/2021**

Members received a written report from the Town Clerk & Chief Executive relating to the outcomes of the appraisal process.

Members noted the contents of the report.

b. **Recruitment update: Senior Assistant and Assistant Town Clerks**

Members received an oral update from the Town Clerk & Chief Executive and Assistant Town Clerk. Any salary decision around second tier posts should be jointly determined by Members and the Town Clerk & Chief Executive.

Members noted the oral update and poor response to the national advert. It was resolved that the Town Clerk be requested to provide a report to the next Council meeting benchmarking the salaries on offer and making a recommendation on an interim salary position for both posts pending the formal review taking place in quarter three of this calendar year.

c. **Recruitment update Public Realm Manager and Public Realm Deputy Manager**

Members received an oral update from the Town Clerk & Chief Executive and Deputy Administration & HR Manager. The salary decision in regard to both positions is within the remit of the Town Clerk & Chief Executive.

Members noted the oral update and poor response to the advert. It was **RESOLVED** that the Town Clerk be requested to provide a report to the next Council meeting benchmarking the salaries on offer and making a recommendation on an interim salary position for both posts pending the formal review taking place in quarter three of this calendar year.

d. **Broad HR Update**

Members received an oral update from the Town Clerk & Chief Executive and Assistant Town Clerk.

Members noted the report that included an update on the corporate training plan and progress update on improving the Council's HR function.

The Town Clerk & Chief Executive agreed to update Members on all communications sent to staff going forward.

e. **Town Clerk & Chief Executive Remuneration**

Members received an oral update and recommendation from the Committee Chairman.

It was **RESOLVED** to refer the Town Clerk & Chief Executive's remuneration to Council and for the Chairman to prepare a report on this.