



**MINUTES OF THE PERSONNEL COMMITTEE MEETING
HELD ON TUESDAY 25 MAY 2021 AT 7PM AT THE TOWN COUNCIL
OFFICES, THE OLD COURT HOUSE, 4 SAFFRON ROAD,
BIGGLESWADE, SG18 8DL**

PRESENT:

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

Mr P Tarrant – Town Clerk & Chief Executive, Biggleswade Town Council
Mr P Truppin – Assistant Town Clerk, Biggleswade Town Council
Mr J Woolley – Deputy Public Realm Manager, 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 to 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.

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 the Minutes of the Personnel Committee Meeting of **Tuesday 2nd February 2021** and requested the following clarification:

Item 10 a. v) – Cllr Pullinger requested the following change to the resolution:

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

Subject to this amendment, the Minutes of the Personnel Committee Meeting held on **2nd February 2021** were **APPROVED**.

5. MATTERS ARISING

Matters arising from the Minutes of the Personnel Committee Meeting of **2nd February 2021**.

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 – Public Realm Staffing Review)

(10b – HR Update)

(10c – Commercial Contract Update)

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. **Public Realm Staffing Review**

Members received a written report from the Deputy Public Realm Manager relating to the current staffing establishment.

It was **RESOLVED** to request that Standing Orders be suspended at the next Town Council meeting on 1st June 2021 to facilitate a decision on increasing the establishment by approving recruitment of a Charge Hand and a Public Realm Operative.

It was **RESOLVED** that the Town Clerk & Chief Executive provide the Council with all the financial documents to Council to assist with its decision.

b. **HR Update**

The Town Clerk & Chief Executive updated Members on a range of HR issues.

c. **Commercial Contract Termination**

The Town Clerk & Chief Executive updated Members on potential options.