



Ref: Agenda/Personnel-25/05/2021

20<sup>th</sup> May 2021

Dear Sir/Madam

All Members of the Personnel Committee are hereby summoned to the **Personnel Meeting** that will take place on **Tuesday 25<sup>th</sup> May 2021**, at the offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade commencing at **7:00pm**, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully

Peter Tarrant  
Town Clerk & Chief Executive

Distribution:     Committee Members  
                      Notice Boards

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

## AGENDA

### 1. APOLOGIES

### 2. DECLARATION OF INTERESTS

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

- (a) Disclosable Pecuniary interests in any agenda item
- (b) Non-Pecuniary interests in any agenda item

### 3. PUBLIC OPEN SESSION

A period of up to 15 minutes is permitted to allow members of the public to ask questions that are pertaining to matters listed on this Agenda. (Members of the public will be allowed one three-minute slot).

Please register in advance for this webinar:

**[https://zoom.us/webinar/register/WN\\_K4NCLIC1RZWYDcNFbNdJTQ](https://zoom.us/webinar/register/WN_K4NCLIC1RZWYDcNFbNdJTQ)**

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

**4. MINUTES OF MEETING**

- a. For Members to receive and approve the minutes of the Personnel meeting held on **Tuesday, 2<sup>nd</sup> February 2021**.

**5. MATTERS ARISING**

- a. Minutes of the Personnel meeting held on **Tuesday, 2<sup>nd</sup> February 2021**.

**6. ITEMS FOR CONSIDERATION – N/A**

**7. ITEMS FOR INFORMATION – N/A**

**8. PUBLIC OPEN SESSION**

A period of up to 15 minutes is permitted to allow members of the public to ask questions. (Members of the public will be allowed **one three-minute slot**).

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Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

**9. EXEMPT ITEMS**

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

(10a. Public Realm Staffing Review)

(10b. HR Update)

(10c. Commercial Contract Termination)

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 about to be transacted.



**MINUTES OF THE PERSONNEL COMMITTEE MEETING**  
**HELD ON TUESDAY 2<sup>nd</sup> 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 **3<sup>rd</sup> November 2020**.

5. **MATTERS ARISING**

Matters arising from the Minutes of the Personnel Committee Meeting of **3<sup>rd</sup> 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.

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.

9. **EXEMPT ITEMS**

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

(10a – Staff Updates)

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 about to be transacted.