



**MINUTES OF THE PERSONNEL COMMITTEE MEETING  
HELD ON TUESDAY 24<sup>TH</sup> NOVEMBER 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. R. Pullinger  
Cllr. M. Russell  
Cllr. D. Strachan  
Cllr. C. Thomas

Mr P Tarrant – Town Clerk & Chief Executive, Biggleswade Town Council  
Mr K Hosseini – Head of Governance & Strategic Partnerships, Biggleswade Town Council  
Mr P Truppin – Assistant Town Clerk, Biggleswade Town Council  
Miss H Calvert – Administration & HR Manager, 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**

Cllr. M. North.

**2. 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 members of the public present.

**4. MINUTES OF MEETINGS**

- a. The Minutes of the Personnel Committee Meeting held on **25<sup>th</sup> May 2021** were **APPROVED** following a slight alteration to Item 10c to read “Town Clerk & Chief Executive”.

5. **MATTERS ARISING**

Members discussed the matters arising from the Minutes of the Personnel Committee Meeting of **25<sup>th</sup> May 2021**. It was noted that the Town Clerk & Chief Executive's remuneration has now been resolved.

6. **ITEMS FOR CONSIDERATION**

None.

7. **ITEMS FOR INFORMATION**

None.

8. **PUBLIC OPEN SESSION**

There were no members 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 – Orchard Community Centre Review)

(10b – Personnel Strategy for the Administration Team)

(10c – HR 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**

a. **Orchard Community Centre Review**

Members discussed potential operating models for the Orchard Community Centre.

It was **RESOLVED** to continue with the Option 1 operating model, which is to ensure staff presence at the Orchard Community Centre when activities are taking place.

It was agreed to review the following at the Orchard Community Centre:

- The overall financial package.
- How to maximise revenue opportunities.
- How to best deliver value to the community.
- The productivity of staff.

In addition, it was agreed that additional marketing is undertaken and that a greater commercial use of the Centre is sought at a higher rate.

Members also discussed associated HR related issues.

It was **RESOLVED** to defer any HR related issues until a detailed review of staffing at the Orchard Centre has been completed.

b. **Personnel Strategy for the Administration Team**

Members **NOTED** the updated Job Descriptions and flow of work of the Administration Team. The Administration & HR Manager will now begin advertising the Senior Administrator vacancy.

c. **HR Update**

The Town Clerk & Chief Executive provided a verbal HR update.

Meeting closed