



**MINUTES OF THE PERSONNEL COMMITTEE MEETING**  
**HELD ON TUESDAY 2<sup>nd</sup> AUGUST 2022**  
**AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES,**  
**THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE SG18 8DL**



**PRESENT:**

Cllr H Ramsay (Chair)  
Cllr G Fage  
Cllr F Foster  
Cllr M Knight (via Zoom)  
Cllr M North  
Cllr M Russell  
Cllr D Strachan  
Cllr C Thomas

Mr P Tarrant - Town Clerk & Chief Executive  
Miss H Calvert - Administration & HR Manager

Members of the 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.

**1. APOLOGIES FOR ABSENCE**

Cllr M Foster, Cllr R Pullinger and Cllr J Woodhead.

**ABSENT WITHOUT APOLOGIES**

None.

**2. DECLARATIONS OF INTEREST**

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

- a. Disclosable Pecuniary interests in any agenda item - None.
- b. Disclosable Pecuniary interests in any agenda item - None.

**3. PUBLIC OPEN SESSION**

There were no members of the public present.

**4. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. The Minutes of the Personnel Committee Meeting held on **Tuesday 1<sup>st</sup> March 2022** were **APPROVED.**

**5. MATTERS ARISING**

None.

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 resolves to exclude the public and press by reason of the confidential nature of the business being transacted.

(10a – HR Updates)

The following resolution was **MOVED** that it is advisable in the public interest that the public and press are excluded whilst the following exempt items are discussed.

## **10. EXEMPT ITEMS**

### **a. HR Updates**

Members received an oral update from the Town Clerk & Chief Executive on several HR matters.

It was noted that the Hay Benchmarking Review would be presented at the 13<sup>th</sup> September 2022 Council meeting, with the report and all other documentation to be circulated to Members at the beginning of September 2022.

It was resolved that a picture of new staff members be circulated to Councillors prior to their starting date.

The following was agreed:

- That a staff BBQ be held each June with preparations to begin from April. It was agreed that the cost of the staff BBQ be built into the budget.
- That the Market Superintendent, Colin Keeble, be paid any outstanding annual leave above the statutory entitlement.
- That a drugs and alcohol test be completed by all members of staff every six months.
- For the Administration & HR Manager to draft a DBS Policy and present this to the next Personnel meeting on the 1<sup>st</sup> November 2022.
- To include a clause in staff members new contracts regarding DBS checks.
- That those staff members whose role requires a DBS check to receive only one check on joining the Council.
- To discuss cover arrangements for the Market Superintendents annual leave at the Personnel meeting on the 1<sup>st</sup> November 2022.

The Chairman closed the Meeting at 8.30pm