



Ref: Agenda/ Personnel-01/03/2022

24th February 2022

Dear Sir/Madam

All Members of the Personnel Committee are hereby summoned to the Personnel Meeting of Biggleswade Town Council that will take place on **1st March 2022** 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 FOR ABSENCE

2. DECLARATIONS OF INTEREST

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

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the agenda.

Please register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_T1m_JAYFTXe1j6mMHvFVwQ

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 AND RECOMMENDATIONS OF MEETINGS

- a. For Members to receive and approve the minutes of the Personnel meeting held on **Tuesday, 24th November 2021** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

5. MATTERS ARISING

- a. Minutes of the Personnel meeting held on **Tuesday, 24th November 2021**.

6. ITEMS FOR CONSIDERATION

None.

7. ITEMS FOR INFORMATION

None.

8. PUBLIC OPEN SESSION

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Please register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_T1m_JAYFTXe1j6mMHvFVwQ

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 items are discussed.

(10a. The Orchard Community Centre)

(10b. HR Update)

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 24TH 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 questions from the member of the public present.

4. MINUTES OF MEETINGS

- a. The Minutes of the Personnel Committee Meeting held on **25th 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 **25th 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 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 – 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.