



MINUTES OF THE PERSONNEL COMMITTEE MEETING
HELD ON TUESDAY 1st NOVEMBER 2022
AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES,
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE SG18 8DL



PRESENT:

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

Mr P Tarrant - Town Clerk & Chief Executive
Miss H Calvert - Administration & HR Manager
Ms Funda Gumush – Meetings Administrator

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 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 FOR ABSENCE

None.

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 2nd August 2022** were **APPROVED** subject to the correct spelling of Cllr Ramsay.

5. MATTERS ARISING

None.

6. **ITEMS FOR CONSIDERATION**

a. **Information and Data Protection Policy**

Cllr Pullinger indicated that an annual review of policies was too often and proposed a 3-year cycle. It was **AGREED** that each policy is reviewed every three years.

b. **Disclosures and Barring Policy**

This policy was **NOTED**.

c. **TOIL and Overtime Policy**

Cllr Pullinger questioned whether all staff should be able to claim TOIL. The Town Clerk pointed out that NJC (National Joint Council) conditions were being followed in the Council on this policy. Cllr Russell asked that for the next meeting it would be helpful to have all NJC conditions to order to compare. Cllr Russell also suggested that there be different ruling for TOIL and overtime for different workers in the Council. It was requested that the policy is clearer regarding when you can claim overtime and when you would be expected to take TOIL.

It was **AGREED** to defer this policy to the next Personnel meeting.

d. **Travel and Subsistence Policy**

Cllr Pullinger called to refer to the HMRC rates in relation to mileage.

It was discussed that a review of subsistence needs was necessary as £10 was not deemed enough to buy an evening meal on overnight stays, and a £75 limit for overnight stays was also deemed to be insufficient.

It was agreed that Officers should not be claiming for the cost of an evening meal when attending Council and Committee meetings.

It was **AGREED** to defer this policy to the next Personnel meeting.

e. **Remote Working Policy**

Cllr Pullinger pointed out that the text of the policy was fine, however, the title should be changed from 'remote working abroad' to 'working away from home'. Councillors discussed the matter of working from home and possible issues arising from this. The Town Clerk pointed out that working conditions globally were changing and the Council was endeavouring to keep up with the changes.

It was requested that remote working in regard to COVID is also included within the policy.

It was also requested that there is a clarity on what happens when a member of staff works remotely but hasn't passed their probation.

It was agreed to take 'permanent basis' and 'regular remote working' out of the policy.

It was **AGREED** to defer this policy to the next Personnel meeting.

f. **Unsociable Working Hours Policy**

Cllr Pullinger asked to blend this policy into another policy such as the Overtime and TOIL Policy and defer the matter to another meeting.

It was **AGREED** to defer this policy to the next Personnel meeting.

g. **Employee Code of Conduct**

This policy was approved subject to Cllr Knight's comments.

Cllr Knight questioned the frequency of drug and alcohol testing.

h. **Gossiping Policy**

It was **AGREED** not to implement a Gossiping Policy but to include within another policy.

i. **Severe Weather Policy**

It was **AGREED** to take out the last two paragraphs of the policy. It was agreed that risk assessment be undertaken based on meteorology warning and that any decisions to alter working practice because of extreme weather will be at the discretion of the Town Clerk & Chief Executive.

j. **Managing Personal Relationships at Work Policy**

It was **AGREED** that this policy include Councillor relationships.

It was **AGREED** to defer this policy to the next Personnel meeting.

It was agreed that any further feedback on the policies is emailed through to the Town Clerk & Chief Executive and the Administration & HR Manager by the 8th November 2022. It was also agreed that any amendments to policies are in tracked changes.

7. **ITEMS FOR INFORMATION**

None.

8. **PUBLIC OPEN SESSION**

There were no members of the public present.

9. **EXEMPT ITEMS**

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

(10a. HR Updates)

(10b. Staff Contracts)

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.

The Chairman closed the Meeting at 8.00pm