



MINUTES OF THE PERSONNEL COMMITTEE MEETING
HELD ON THURSDAY 23RD FEBRUARY 2023
AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES,
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE SG18 8DL

PRESENT:

Cllr J Woodhead (Chairman)
Cllr H Ramsay (Vice Chairman)
Cllr M Russell
Cllr D Strachan
Cllr C Thomas

Mr P Tarrant - Town Clerk & Chief Executive
Miss H Calvert - Administration & HR Manager
Mrs S van der Merwe – Deputy 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 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

Cllr F Foster, Cllr M Knight, Cllr M North, Cllr M Foster, Cllr R Pullinger.

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 1st November 2023** were **APPROVED**.

5. MATTERS ARISING

None.

6. **ITEMS FOR CONSIDERATION**

a. **HR Policies**

i. **Overtime & Time Off in Lieu (TOIL) and Unsociable Hours Policy**

The Town Clerk & Chief Executive reiterated that the constant point of reference with regard to all policies for the Town Council is the NJC Conditions of Service.

The Personnel Committee **RESOLVED** that a rider should be added to the beginning of all Personnel-related policies to make it clear a) they have been drafted in line with NJC Conditions of Service and on employment advice given by the Town Council's independent HR Advisor, and b) that NJC-related conditions will be inserted in bold (as they have been in the Standing Orders), but only when Policies are due for reviews. Subject to these amendments, the Overtime & Time Off in Lieu (TOIL) and Unsociable Hours Policy is **APPROVED**.

ii. **Information and Data Protection Policy**

Members requested the wording of the Policy be amended to read:

The Personnel Committee requested the following change to the wording of the Policy: "The Town Council will be pleased to make special arrangements on request for persons with hearing or sight difficulties."

The Personnel Committee **RESOLVED** to **APPROVE** the Information and Data Protection Policy subject to the changes recommended above.

iii. **Remote Working Policy**

The Personnel Committee **RESOLVED** to **APPROVE** the Remote Working Policy subject to the following conditions:

- All remote working requests are to be approved by the Town Clerk & Chief Executive or the Head of Governance & Strategic Partnerships in his absence.
- That employees are able to work from home on a temporary ad-hoc basis and based on the needs of the service.

iv. **Travel & Subsistence Policy**

The Personnel Committee **RESOLVED** to **APPROVE** the Travel & Subsistence Policy subject to the following changes:

- The current HMRC rate for travel expenses be specified as being 45p per mile.
- Include that expenses do not apply to employees travelling to and from work.
- All expense requests are to be pre-approved by the Town Clerk & Chief Executive, or in his absence by the Head of Governance & Strategic Partnerships.
- All expense requests are to be signed off by the Town Clerk & Chief Executive, or in his absence by the Head of Governance & Strategic Partnerships.
- That Council vehicles are not to be used for employees to travel to and from home.

v. **Disclosures and Barring Policy**

It was **RESOLVED** to **APPROVE** the DBS Policy subject to the following changes:

- Ensure the policy ties in with specifications set out in the Town Centre Lost Child & Vulnerable Adult Policy regarding which staff need DBS checks.

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)

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.

10. **EXEMPT ITEMS**

a. **HR UPDATES**

Members received an update on a variety of HR related matters.

The Chairman closed the Meeting at 8.02pm