



Ref: Agenda/Personnel – 06/02/2024

1st February 2024

Dear Sir/Madam

All Members of the Personnel Committee are hereby summoned to the Personnel Committee Meeting of Biggleswade Town Council that will take place on **Tuesday 6th February 2024** at the **Offices of Biggleswade Town Council, The Old Court House, 4 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: All Town Councillors
Notice Boards
The Press

Committee Members:
Cllr M Russell (Chairman)
Cllr P Guilcher (Deputy Chairman)
Cllr D Albone
Cllr M Foster (ex-officio voting Member)
Cllr J Jones
Cllr M Knight (ex-officio voting Member)
Cllr S Patel
Cllr D Strachan
Cllr C Thomas
Cllr J Woodhead

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. **CHAIRMAN'S ANNOUNCEMENTS**

4. 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_m7cv6JCtQ-mQ24CxT9hBWA

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**.

5. MEMBERS' QUESTIONS

6. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to receive the minutes of the Personnel Meeting held on **Tuesday 7th November 2023** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

7. MATTERS ARISING

- a. Minutes of the Personnel Meeting held on **Tuesday 7th November 2023**.

8. ITEMS FOR CONSIDERATION

None.

9. ITEMS FOR INFORMATION

None.

10. 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:

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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**.

11. **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 item issue is discussed.

a. (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.

12. **EXEMPT ITEMS**

HR Updates

For Members to receive HR Updates from the Town Clerk & Chief Executive and the Administration & HR Manager.



MINUTES OF THE PERSONNEL COMMITTEE MEETING
HELD ON TUESDAY 7th NOVEMBER 2023
AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES,
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE SG18 8DL

PRESENT:

Cllr M Russell (Chairman)
Cllr P Guilcher (Deputy Chairman)
Cllr D Albone
Cllr M Foster (ex-officio voting Member)
Cllr M Knight (ex-officio voting Member)
Cllr D Strachan
Cllr C Thomas
Cllr J Woodhead

Mr P Tarrant - Town Clerk & Chief Executive
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

a. None

b. REMOTE ATTENDANCE

Cllr S Patel

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. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

4. PUBLIC OPEN SESSION

There were no members of the public present.

5. **MEMBERS QUESTIONS**

Cllr Woodhead noted that Members were aware of phishing and spoofing emails circulating and asked if the Town Clerk & Chief Executive could give assurance that all IT securities had been looked into to ensure the Town Council emails were secure.

The Town Clerk & Chief Executive responded that recently there had been two instances of phishing which had been reported to the IT provider but there was nothing to suggest that there had been any significant issues connected to this.

6. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. The Minutes of the Personnel Committee Meeting held on **Tuesday 1st August 2023** were **APPROVED** as a correct and accurate record of the meeting.

7. **MATTERS ARISING**

None.

8. **ITEMS FOR CONSIDERATION**

- a. **Managing personal relationships at work policy**

The Town Clerk & Chief Executive presented the report on behalf of the Administration & HR Manager.

He noted that the draft policy outlined the Council's position on personal relationships between employees and between employees and Members and how it is managed and protect good governance of the Council.

Cllr Albone noted that under the section of Policy Breaches, in the first paragraph the word 'grievance' was missing in the line 'such as the disciplinary or procedure, may be required.

Cllr Knight commenting on the policy outlined several points:

- All new policies should include a review date, which should be no less than three years.
- Titles of the Town Clerk & Chief Executive and Administration & HR Manager are composite titles that could be ultimately separated. In order to avoid confusion, the titles should be changed to Town Clerk and HR Manager throughout the policy.
- Under Annual Leave Request, there is a reference to 'business'; however this should be changed to 'organisation'. This should be consistent throughout.
- There are two Appendix 1. The second one should be labelled Appendix 2 and as the form is talking about a Member, the signatory should be labelled as Member and the Manager signatory should be removed.

Cllr Foster also commenting on the policy drew attention to the following points:

- Under Employee and Member responsibilities the second sentence should include the word 'potential', so it reads 'any relationship which has the potential to affect their work'.
- There is some inconsistency of wording on the policy which questions whether the relationship between the line manager and employee is prohibited or the actions of a manager who is in a relationship.
- Under Managers' responsibilities the point relating to reports of suspicions of fraudulent activity being reported to the Finance Director. This should be changed for Council.

- Under Policy breaches, bullet point 5, the word 'client's sites' should be removed.

Members unanimously **RESOLVED** to recommend the policy to Town Council for approval, subject to the changes proposed.

9. ITEMS FOR INFORMATION

None.

10. PUBLIC OPEN SESSION

No members of the public were present.

11. EXEMPT ITEMS

a. **HR Updates**

The Chairman closed the meeting at 8pm

DRAFT