



MINUTES OF THE PERSONNEL COMMITTEE MEETING
HELD ON TUESDAY 30TH MAY 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 M Foster
Cllr M Knight
Cllr S Patel
Cllr D Strachan
Cllr C Thomas
Cllr J Woodhead

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 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 D Albone and Cllr P Guilcher.

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. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

a. The Minutes of the Personnel Committee Meeting held on **Thursday 23rd February 2023** were **APPROVED** subject to the following amendments:

- Item 6v to read 'DBS Policy' rather than 'Expenses Policy' and to read 'staff need DBS checks' rather than 'staff need DBS'.

6. **MATTERS ARISING**

None.

7. **ITEMS FOR CONSIDERATION**

None.

8. **ITEMS FOR INFORMATION**

None.

9. **PUBLIC OPEN SESSION**

No members of the public were present.

10. **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.

11. **EXEMPT ITEMS**

a. **HR Updates**

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

The Chairman closed the meeting at 8.30pm