



Ref: Agenda/Personnel – 03/02/2026

29<sup>th</sup> January 2026

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 3<sup>rd</sup> February 2026** 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

Karim Hosseini  
Interim Town Clerk

Distribution: All Town Councillors  
Notice Boards  
The Press

Committee Members:

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

## **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\\_8MKHH58sTuK342SuitoooQ](https://us06web.zoom.us/webinar/register/WN_8MKHH58sTuK342SuitoooQ)**

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 4<sup>th</sup> November 2025** 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 4<sup>th</sup> November 2025**.

**8. ITEMS FOR CONSIDERATION**

The following policies have been reviewed in line with their scheduled review dates. They have been shared with Members via SharePoint to allow a one-month period for comments, in keeping with our agreed ways of working. These policies will be included on the agenda for the next Personnel Committee meeting.

- DBS Policy
- Disciplinary Policy and Procedure
- Information and Data Protection Policy
- Overtime and TOIL Policy
- Remote Working Policy
- Travel and Subsistence Policy

**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:

**[https://us06web.zoom.us/webinar/register/WN\\_8MKHH58sTuK342SuitoooQ](https://us06web.zoom.us/webinar/register/WN_8MKHH58sTuK342SuitoooQ)**

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**

a. **HR Updates**

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



**MINUTES OF THE PERSONNEL COMMITTEE MEETING  
HELD ON TUESDAY 4<sup>th</sup> NOVEMBER 2025  
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 (ex-officio voting Member)  
Cllr M Foster  
Cllr D Strachan  
Cllr C Thomas  
Cllr J Woodhead (ex-officio voting Member)

Mr K Hosseini – Head of Governance & Strategic Partnerships  
Mr E Bour – Head of Finance & Deputy RFO  
Ms F Gumush – Deputy Administration & HR Manager

Members of the Public - 0

**1. APOLOGIES FOR ABSENCE**

Cllr J Jones, Cllr M Knight.

**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**

None.

**4. PUBLIC OPEN SESSION**

There were no members of the public present.

**5. MEMBERS QUESTIONS**

None.

**6. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. The Minutes of the Personnel Committee Meeting held on **Tuesday 19<sup>th</sup> August 2025** were **APPROVED** as a correct and accurate record of the meeting.

**7. MATTERS ARISING**

There were no matters arising.

**8. ITEMS FOR CONSIDERATION**

**a. Personnel Committee Budget Setting**

The Head of Finance presented the report with regards to the personnel budget assumptions ahead of the F&GP committee meeting and Town Councils budget setting meeting in November.

Officers are proposing that Members approve a standstill budget in light of the precept increases in previous years.

Officers explained that the budget presented assumes a 3.5% cost-of-living increase in line with National Joint Council expectations, subject to confirmation following national negotiations. Pension contributions remain uncertain pending the Bedfordshire Pension Fund's actuarial valuation, with results due at the end of November 2025. Overtime provision costs are also included within the budget to account for staff attendance at evening meetings and events such as Remembrance Sunday, with eligible staff offered the choice of overtime or time off in lieu. The Head of Finance advised that there may be scope to reduce overtime expenditure, as some staff elect to take time off in lieu rather than receive additional payment.

The Chairman advised that Members cannot make further adjustments to the budget until the Bedfordshire Pension Fund valuation is complete and the Chancellor's budget has been announced, as the current figures are only estimates.

Members also **RESOLVED** not to include a budget of £10,000 for agency costings.

**9. ITEMS FOR INFORMATION**

None.

**10. PUBLIC OPEN SESSION**

No members of the public were present.

**11. EXEMPT ITEMS**

**a. HR Updates**

The Head of Governance & Strategic Partnerships provided Members with a number of HR updates.

The Chairman closed the meeting at 7.45pm.