



MINUTES OF THE PERSONNEL COMMITTEE MEETING
HELD ON TUESDAY 19th AUGUST 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

Mr P Tarrant - Town Clerk & Chief Executive
Miss H Calvert - Administration & HR Manager

Members of the Public - 0

The meeting was not recorded due to technical difficulties.

1. APOLOGIES FOR ABSENCE

Cllr J Jones, Cllr M Knight, Cllr C Thomas, Cllr J Woodhead.

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 20th May 2025** were **APPROVED** as a correct and accurate record of the meeting.

7. MATTERS ARISING

Cllr Foster mentioned that the minutes of the 20th May 2025 Personnel meeting mentioned that the Complaints Code and Vexatious Policy was requested to be changed to 'Complaints Policy' but was presented back to Council titled as a 'Complaints Code'.

8. ITEMS FOR CONSIDERATION

a. **Whistleblowing Policy**

Cllr Strachan raised concerns that the Policy does not include whistleblowing in regards to any inappropriate treatment or bullying of staff.

Members **RESOLVED** unanimously to adopting the Whistleblowing Policy subject to the following changes:

- Removing the bullet point on section four that reads 'The individual must reasonably believe the information shows one of the six above-listed types of wrongdoing'.
- Changing the word 'worker' on the third bullet point of section four to 'individual'.
- To include an additional example under section three which reads 'or any other issue which is not a personal grievance'.
- To change the wording in section ten from 'which is not confirmed by subsequent investigation' to 'which if not confirmed by subsequent investigation'.

9. **ITEMS FOR INFORMATION**

None.

10. **PUBLIC OPEN SESSION**

No members of the public were present.

11. **EXEMPT ITEMS**

a. **HR Updates**

The Administration & HR Manager & The Town Clerk & Chief Executive provided Members with a number of HR updates.

The Chairman closed the meeting at 8.05pm