



**MINUTES OF THE PERSONNEL COMMITTEE MEETING**  
**HELD ON TUESDAY 20<sup>th</sup> MAY 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 Jones  
Cllr J Woodhead (ex-officio voting Member)

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 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 4<sup>th</sup> February 2025** were **APPROVED** as a correct and accurate record of the meeting.

**7. MATTERS ARISING**

None.

**8. ITEMS FOR CONSIDERATION**

a. **Complaints Code & Vexatious Policy**

It was requested that the title be changed to 'Complaints Policy'.

Members requested that further information be included within the policy on the procedure for processing complaints. For example, the policy should include whether complaints should be logged within a complaints book and should state if there is a different approach for written and verbal complaints.

It was noted that the policy states that Officers will respond to complaints received within five working days, however the 'Contact us' form on the website states that Officers will respond to Members of the public within three working days.

Subject to the above alterations, Members **APPROVED** of this policy being presented at a future Council meeting for approval.

b. **Civility & Respect in the Workplace Pledge**

It was recognised that there could be further training for Members that would compliment the Code of Conduct that has recently been adopted.

Members **APPROVED** of the Council signing the Civility & Respect in the Workplace Pledge, subject to ensuring full compliancy.

**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 8.30pm