

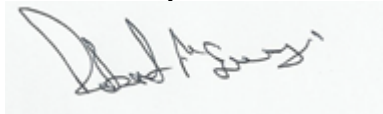
Ref: Agenda/Personnel171115

11 November 2015

Dear Sir/Madam

I hereby give notice that a Meeting of **Personnel Committee** will take place on **Tuesday 17 November 2015**, at the offices of **Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at 10.00am in order to transact the undermentioned items of business.

Yours faithfully



R.D.McGregor  
Town Clerk

Committee Members:	Cllr I Bond (Chair)	Cllr T Woodward
	Cllr F Foster	Cllr M North
	Cllr Mrs H Ramsay	Cllr Mrs M Russell
	Cllr M Foster (Vice Chair)	Cllr Ms R Kerfoot

## AGENDA

### 1. **APOLOGIES**

### 2. **DECLARATION OF INTERESTS**

To receive Statutory Declarations of Interests from Members in relation to:

- (a) Disclosable Pecuniary interests in any agenda item
- (b) Pecuniary interests in any agenda item

### 3. **MINUTES OF MEETINGS**

- a. To received and approve the minutes of the Personnel meeting held on 18th August 2015.

### 4. **MATTERS ARISING**

- a. From the Personnel meeting held on 18<sup>th</sup> August 2015.

### 5. **ITEMS FOR CONSIDERATION**

#### a. **Staff Reviews Administration**

Staff reviews were carried out during November 2015; reviews were carried out by the Town Clerk.

#### b. **Staff Reviews Outside Services**

Staff reviews were carried out during November 2015; reviews were carried out by the Deputy Town Clerk.

#### c. **Staff Review Deputy Town Clerk**

The Review was carried out in November 2015.

d. **Staff Review Town Clerk**

The review was carried out in November 2015.

e. **Job Descriptions & Adverts – Office Manager – Grounds & Property Maintenance**

Members are asked to approve the above job descriptions and adverts. (Attached to this agenda).

6. **ITEMS FOR INFORMATION**

There are no items for information.

7. **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.

**(Letter from a Resident of Elstow)**

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.