

Ref: Agenda/Personnel/180815

Dear Sir/Madam

I hereby give notice that a Meeting of **Personnel Committee** will take place on **Tuesday 18 August 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 26th May 2015.

4. MATTERS ARISING

- a. From the Personnel meeting held on 26th May 2015.

5. ITEMS FOR CONSIDERATION

a. Alterations to the Front Office - Security

Members are asked to consider quotations for alterations to the front office. (Details of the quotations are attached to this agenda).

Quote 1. - £6,570.00 inclusive of vat. Quote 2. - £7,146.00 inclusive of vat.

b. Staff Capacity

Members are asked to consider a review of staff capacity;

Outdoor Staff – Office Staff & Deputy Town Clerk.

c. Business Administration Training

Michaella Beckwith has completed her HNC in Business and has passed with distinction.

Michaella has expressed a desire to progress on to a HND in business administration. This will be achieved through a day release arrangement and by attending evening sessions in her own time at Bedford College. This programme lasts approximately one academic year and consists of eight units. The total fees payable are £4960.00.

Members **RECOMMENDED** that this item is deferred for 12 months, to allow Council the opportunity to employ a further member of staff to the administration team.

6. **ITEMS FOR INFORMATION**

c. **Staff Training**

For members to receive an update on staff training.

Members were given an update on the training that was requested by staff members as an outcome from their appraisals in 2014.

Members asked the Town Clerk to look into training on CILCA for the Deputy Clerk. The Town Clerk to look at IT training and customer services training for the Administration team.

The Town Clerk to hold more regular meetings with the team, to update them on all matters that the Town Council and its Committees are dealing with.

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.

(There are no exempt items).

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.