



MINUTES OF THE PERSONNEL COMMITTEE MEETING
HELD ON TUESDAY 03rd NOVEMBER 2020
AT 7PM VIA ZOOM WEBINAR FUNCTION

PRESENT:

Cllr J Woodhead (Chairman)
Cllr C Thomas (Vice Chairman)
Cllr M Foster
Cllr F Foster
Cllr M Knight
Cllr R Pullinger
Cllr H Ramsay
Cllr M Russell
Cllr D Strachan
Cllr G Fage (non-Committee Member)

Mr P Tarrant – Town Clerk & Chief Executive, Biggleswade Town Council
Mr P Truppin – Assistant Town Clerk, Biggleswade Town Council
Ms Nina Villa – Assistant Town Clerk, Biggleswade Town Council
Mrs S van der Merwe – Meeting Administrator, Biggleswade Town Council

Members of Public – 1

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 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

Cllr M North and Cllr K Brown.

2. 1. DECLARATION OF INTERESTS

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

- (a) Disclosable Pecuniary interests in any agenda item – None.
- (b) Pecuniary interests in any agenda item – None.

3. PUBLIC OPEN SESSION

There were no questions from the member of the public present.

4. **MINUTES OF MEETINGS**

- a. Members received the Minutes of the Personnel Committee Meeting held on **29th September 2020**.

The following amendment was proposed:

- i) Page numbers to be inserted.

Subject to this change, the Minutes were **APPROVED**.

5. **MATTERS ARISING**

Matters arising from the Minutes of the Personnel Committee Meeting of **29th September 2020**.

- a. **Item 6a: Terms of Reference:** The previous minutes specified “It was agreed that the Town Clerk circulate the grading of each post and the rates of pay of the spinal column points.” The Town Clerk & Chief Executive agreed this will be circulated to Members shortly.

6. **ITEMS FOR CONSIDERATION**

- a. **Appointment of Town Clerk and Chief Executive Appraisal Panel**

Cllr J Woodhead confirmed that various Members had put forward suggestions for the Town Clerk & Chief Executive’s objectives for the remainder of the year. Members discussed procedural matters around appointing an Appraisal Sub-Committee made up of Councillors to set the Terms of Reference and requested clarity and definition around what the Appraisal Sub-Committee is being appointed to do and the guidelines around the appraisal process.

The Town Clerk & Chief Executive confirmed that the actual Terms of Reference of the Committee can be turned around within a short time frame.

It was **RESOLVED** to appoint an Appraisal Sub-Committee consisting of Cllr J Woodhead (as Chairman of the Personnel Committee), Cllr M Russell (as Chairman of the Town Council), Cllr G Fage (as Deputy Mayor) to define the process of how the appraisal will be conducted for the Town Clerk & Chief Executive.

It was **RESOLVED** to include Cllr M Foster and Cllr M Knight in the Appraisal Sub-Committee for the purposes of defining the processes and setting the Terms of Reference for the Town Clerk & Chief Executive’s appraisal process.

7. **ITEMS FOR INFORMATION**

There were no items for information.

8. **PUBLIC OPEN SESSION**

There were no questions or comments from the member of the public present.

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 being transacted.

9. 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.

10a. Staff Updates:

i. Staffing Matters

The Assistant Town Clerk provided an update on various staffing matters and presented an action plan to address some issues relating to a recent staff grievance.

It was **RESOLVED** that:

a) The Committee note the report and approve the action plan.

ii. Assistant Clerks

It was **RESOLVED** to increase the establishment by the creation of two new full-time posts namely a Senior Assistant Town Clerk (Governance & Planning) and an Assistant Town Clerk (Commercial & Strategic Partnerships). Consistent with the seniority of these posts Members will be involved in both the shortlisting and appointment process.