

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON 17 NOVEMBER 2015 AT THE  
OFFICES OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, SAFFRON ROAD,  
BIGGLESWADE**

**Present:**

Cllr I Bond (Chairman)  
Cllr M Foster (Vice Chairman)  
Cllr F Foster  
Cllr Mrs H Ramsay  
Cllr Mrs M Russell  
Cllr M North  
Town Clerk

**1. APOLOGIES**

None were received.

**2. DECLARATION OF INTERESTS**

- (a) Disclosable pecuniary interests in any agenda item – None declared.  
(b) Non-pecuniary interests in any agenda item – None declared.

**3. MINUTES OF MEETINGS**

- a. Members received and approved the minutes of the Personnel meeting held on the 18<sup>th</sup> August 2015.

**4. MATTERS ARISING**

- a. Members raised the question; when are the alterations to the front office taking place.  
The Town Clerk advised that the works will be taking place the first week in December, over a weekend.

**5. ITEMS FOR CONSIDERATION**

**a. Staff Reviews Administration**

Members were informed that the staff reviews had taken place and no significant issues had arisen.  
Training requirements for 2016 -2017;

AT & SC request to attend Committee Training in January 2017.  
MB to attend Customer Services training in 2017 or sooner.

SC would like more involvement with the web site; Town Clerk has given SC a project, to get all Council and Committee agenda, attachments on the web site prior to the meetings taking place, this will involve working with MB and Vision ICT.

It was **RECOMMENDED** that the Town Council approve the requests for training.

**b. Staff Reviews Outside Services**

Members were informed that the Deputy Clerk had carried out the reviews.  
Training requirements for 2016 – 2017;

CR & RC request to attend chemical weeding training PA1 – PA6.  
RC & AK request to attend basic chainsaw techniques.  
MD request to attend Memorial Safety training & Supervisor training.

During the outside services staff reviews they raised concern that as an expanding Council, and with the loss of the workshop at the Acorn Centre, there is nowhere to store plant and equipment, the vehicles only just fit in the workshop at Drove Road and the ride on Mower is stored in a metal container. The Tractor and tractor mounted equipment sit outside in all weathers. They request that Council consider additional workshop space to accommodate the Council's needs.

It was **RECOMMENDED** that the Town Council approve the requests for training and that investigations are carried out to establish a site and costs for a new workshop, a capital figure to be incorporated in the budgets for the F&GP meeting in January 2016.

**c. Staff Review Deputy Town Clerk**

Members were informed that the Deputy Town Clerks review was carried out by the Town Clerk.

MT has requested that he attends Committee Training in January 2016.

There were no issues raised, members felt that MT should now be able to pass on some of his work to the Works Manager, (MD) and that the Town Clerk and the Deputy Town Clerk regularly meet to discuss and update each other on BTC issues .

It was **RECOMMENDED** that the Town Council approve the request for training.

**d. Staff Review Town Clerk**

The committee received a report on the Town Clerk's appraisal.

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

Members were asked to approve the job descriptions and adverts for and Office Manager and Grounds and Property Maintenance worker.

Members had no comments to make on the job descriptions or adverts, members felt that as Council had already approved the additional staff members and that provision was already made in the budget, this matter should be progressed without any further delay.

**6. ITEMS FOR INFORMATION**

**7. EXEMPT**

The following resolution was moved that is advisable in the public interest that the Public and press are excluded whilst the following exempt item issue was discussed.

(Letter from a Resident of Elstow)

Pursuant to section 1(2) of the public bodies (Admissions to Meetings) Act 1960 Committee **Resolved** to exclude the public and press by reason of the confidential nature of the Business About to be transacted.