

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON 18 AUGUST 2015 AT THE
OFFICES OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, SAFFRON ROAD,
BIGGLESWADE**

Present:

Cllr F Foster
Cllr Mrs H Ramsay
Cllr Mrs M Russell
Cllr M North
Town Clerk

1. APOLOGIES

Apologies were received from Cllr M Foster.

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 26th May 2015.

4. MATTERS ARISING

a. Members raised the question of the A Boards.
The Town Clerk informed members that the administration staff were working on the letters and expected the letters to go out on the 21st August 2015.

5. ITEMS FOR CONSIDERATION

a. Alterations to the Front Office - Security

Members are asked to consider quotations for alterations to the front office.

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

Members **RECOMMENDED** that Quote B is accepted.

b. Staff Capacity

Members are asked to consider a review of staff capacity;

Outdoor Staff – Office Staff & Deputy Town Clerk.

Members felt that items b & c on the agenda were related; members felt that things were not being progressed due to the lack of capacity.

The Town Clerk stated that with the exception of Angela Thomas and Michaella Beckwith the staff are all part time.

Michaella Beckwith however has had to attend college one day a week for the last twelve months.

The admin staff all start at varying times throughout the day and there is often not the cover required, particularly when officers are on leave, out of the office on site or off due to sickness.

Members asked about taking on a further full time member of staff to compliment the administration team.

The Town Clerk informed members that provision had been made in the budget for an additional member of staff, however felt that any additional member of staff should be an office supervisor or office manager.

Members were keen that any additional member to the team should be suitably qualified in IT, with experience in managing web sites and Facebook.

Members **RECOMMENDED** that the Town Clerk prepare an advert and job description for a full time position as office Supervisor/ Manager.

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**

a. **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**

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 (Admissions to Meetings) Act 1960 Committee **Resolve** to exclude the public and press by reason of the confidential nature of the Business about to be transacted.