

**MINUTES OF A MEETING OF THE TOWN PERSONNEL COMMITTEE
HELD ON TUESDAY 15 DECEMBER 2016 AT THE OFFICES OF BIGGLESWADE TOWN
COUNCIL, SAFFRON ROAD, BIGGLESWADE**

PRESENT:

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

Mr R McGregor – Town Clerk, BTC
Mr P Cooper - LCS Ltd, Advisor

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Mark Foster.

2. DECLARATIONS OF INTEREST

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

Disclosable Pecuniary interests in any agenda item – None declared.

Non-Pecuniary interests in any agenda item – None declared.

3. PUBLIC OPEN SESSION

A period of up to 15 minutes was permitted to allow members of the public to ask questions that are pertaining to matters listed on this Agenda.

There were no questions from Members of the Public.

4. MINUTES OF MEETING

- a. Members received and approved the Minutes of the Personnel Committee held on 15 December 2016.

5. MATTERS ARISING

- a. Matters arising from the minutes of the Personnel Committee held 15 December 2016.

Cllr Mrs H Ramsay asked if everyone was happy with the proposals from the staff review that were implemented at the last Personnel meeting.

6. **ITEMS FOR CONSIDERATION**

a **Staff Reviews**

Staff reviews have been carried out for the year 2016 -2017.

Training requests received from staff reviews;

- Mike Thorn:** CiLCA, Health and Safety / Risk Assessments, Grounds Maintenance & Management L2 Allotment Management.
- Mike Dean:** Health and Safety / Risk Assessments, Play Equipment Inspections & Memorial Safety.
- Tom Rowlett:** Machinery Maintenance.
- Anthony Tyrrell:** First Aid.
- Ryan Chambers:** Felling & Processing Trees up to 380mm Level 2, Safe Use of Brushcutters & Strimmers Level 2 & Competence in Manually Fed Woodchippers Level 2.
- Andrew King:** Felling & Processing Trees up to 380mm Level 2, Fire Marshall & NVQ Level 3 Horticulture, (review for future consideration).
- All Staff:** Safe Use of Fire Extinguishers.

Members asked if there was any training identified for the administration team and what training had been identified for the Town Clerk.

No immediate training needs have been identified for the administration team.

Powerpoint and presentation skills have been identified for the Town Clerk.

The Town Clerk informed members that Corey Albone had attended a social media training session and that Corey would write a report on the training session.

Members felt that Corey could write brief reports of Council meetings to be posted on social media, approved by the Town Clerk.

It was resolved that the Training needs are identified in the training log for 2017/2018.

7. ITEMS FOR INFORMATION

a. CiLCA

The CiLCA portfolio was received by the SLCC on the 28 November 2016, feedback can take 3 to 6 weeks.

This information was noted.

b. Local Council Award Scheme

The application for the local council award scheme has been received by BATPC and a response is expected by the 22 December 2016.

This information was noted.

8. PUBLIC OPEN SESSION

A period of up to 15 minutes was permitted to allow members of the public to ask questions. (Members of the public were allowed one three-minute slot).

There were no questions from members of the public.

9. EXEMPT ITEMS

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 is discussed.

(Staffing Reviews)

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolved** to exclude the public and press by reason of the confidential nature of the business about to be transacted.

10. **EXEMPT ITEMS**

a. **Staffing Reviews for Biggleswade Town Council**

Job Descriptions and Person Specifications

The following job descriptions/person specifications were appended for consideration by Committee:

- Appendix 1. Administrator - BTC5, BTC6, BTC7 & BTC8
- Appendix 2. Information Centre Officer- BTC9
- Appendix 3. Deputy Public Realm Supervisor - BTC10
- Appendix 4. Operative & Trainee Operative - BTC11, BTC12, BTC13, BTC14, BTC16, BTC17.
- Appendix 5. Operative (Maintenance) - BTC15
- Appendix 6. Market Superintendent - BTC18
- Appendix 7. Caretaker - BTC19.

As there were no significant changes to the Conditions of Employment, it was **RESOLVED** that Appendix 1,2,3,4,5,6 & 7 be adopted.

b. **Administration Staff**

Members were informed that a member of the administration team had resigned, a proposal was put forward to advertise the post as a full time position. Adequate provision has been made in the 2017/2018 budget.

It was **RESOLVED** that the position is advertised as a full time position.