



Ref: Agenda/Personnel-03/11/2020

29th October 2020

Dear Sir/Madam

All Members of the Personnel Committee are hereby summoned to the **Personnel Meeting** that will take place on **Tuesday 3rd November 2020 via Virtual access, Biggleswade** commencing at **7.00 p.m.** in order to transact the under mentioned items of business.

Yours faithfully

Peter Tarrant
Town Clerk & Chief Executive

Distribution: Committee Members
 Notice Board

Committee Members: Cllr J Woodhead (Chairman)
 Cllr C Thomas (Vice Chairman)
 Cllr M Foster
 Cllr F Foster
 Cllr M Knight
 Cllr M North
 Cllr R Pullinger
 Cllr Mrs H Ramsay
 Cllr Mrs M Russell
 Cllr D Strachan

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) Non-Pecuniary interests in any agenda item

3. PUBLIC OPEN SESSION

A period of up to 15 minutes is permitted to allow members of the public to ask questions that are pertaining to matters listed on this Agenda. (Members of the public will be allowed one three-minute slot).

Please register in advance for this webinar:

https://zoom.us/webinar/register/WN_jLr8vmQmQuOuU0dmc2v-2A

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

4. MINUTES OF MEETING

- a. For Members to receive and approve the minutes of the Personnel meeting held on Tuesday, 29th September 2020.

5. MATTERS ARISING

- a. Minutes of the Personnel meeting held on Tuesday, 29th September 2020.

6. ITEMS FOR CONSIDERATION

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

For Members to approve the appointment of the Town Clerk and Chief Executive Appraisal panel which will consist of the Mayor, Deputy Mayor and Chairman of the Personnel Committee.

7. ITEMS FOR INFORMATION – N/A

8. PUBLIC OPEN SESSION

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

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Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

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)

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.



MINUTES OF THE PERSONNEL COMMITTEE MEETING
HELD ON TUESDAY 29th SEPTEMBER 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

Mr P Tarrant – Town Clerk & Chief Executive, Biggleswade Town Council
Nina Villa – Acting Clerk, Biggleswade Town Council
Miss H Calvert – Meeting Administrator, Biggleswade Town Council

Members of Public - 0

3. APOLOGIES

Cllr M North.

4. DECLARATION OF INTERESTS

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

- (c) Disclosable Pecuniary interests in any agenda item – None.
- (d) Pecuniary interests in any agenda item – None.

5. PUBLIC OPEN SESSION

There were no members of the public present.

4. MINUTES OF MEETINGS

- a. Members received and approved the minutes of the Personnel Meeting held on the 12th March 2020.

5. MATTERS ARISING

- a. There were no matters arising from the Personnel Committee meeting held on the 12th March 2020.

6. **ITEMS FOR CONSIDERATION**

a. **Terms of Reference**

Members reviewed the Terms of Reference.

Members were informed that salaries will not be included within the Terms of Reference as these are reviewed by the Town Clerk. It was noted that employees will progress through their spinal point range if their performance appraisal indicates that they are performing to a satisfactory or good standard.

The Town Clerk assured Members that the maximum salary point of each employee will be built into the financial estimates. A salary report will be presented to F&GP for information.

The following was agreed:

- To include the appraisal policies and procedures within the Terms of Reference.
- To include the review of the Town Clerk's salary within the Terms of Reference.
- To alter the wording to read: 'Health and Safety – to ensure compliance with the health and safety at work legislation.'

Members were informed that each post has been through a grading appeal and has been assessed at a national level. It was agreed that the Town Clerk circulate the grading of each post and the rates of pay of the spinal column points.

It was noted that if a new role is created then a new job description and person specification would also be created. The Town Clerk will review the job description and person specification and then confirm on the grading of the post. Personnel Committee would be presented with the documentation and the grading of the new role.

b. **Appraisal Process**

Peter Tarrant, Town Clerk and Chief Executive, gave an oral update regarding the staff appraisal process.

Members were informed that all employees will be appraised this year. Additionally, professional supervision will be undertaken once a month that links into this appraisal process.

The appraisal process will include a review of the job description and the person specification. Additionally, employees will be given an individualised training plan that links into the corporate training plan. An appraisal document will be completed following each employee's appraisal. Furthermore, there will be a recommendation from each manager on individual performance and an indication of whether an individual will progress through their spinal point.

The appraisal documentation will then be reviewed by the Town Clerk to ensure that the appraisal process has been completed correctly and that there is allowance in the budget for employees to progress through their spinal points. A short report will be presented by the Town Clerk informing the Personnel Committee that this process has been completed.

The current appraisal process will be reviewed, and an updated process will be shared once complete.

Members discussed the appraisal process for the Town Clerk. It was noted that a process for appraising the Town Clerk has already been agreed by Council. It was agreed to review the appraisal process and performance management of the Town Clerk at a future Personnel Committee meeting. This review will confirm who appraises the Town Clerk and the frequency with which objectives are set and reviewed. Furthermore, it was agreed that monthly professional supervision for the Town Clerk be arranged as soon as possible.

7. ITEMS FOR INFORMATION

There were no items for information.

8. PUBLIC OPEN SESSION

There were no members of the public present.

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 update)

(10b. Finance function)

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.