



Ref: Agenda/Personnel-29/09/2020

24th September 2020

Dear Sir/Madam

All Members of the Personnel Committee are hereby summoned to the **Personnel Meeting** that will take place on **Tuesday 29th September 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 Boards (2)

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_DQrlxWwyTBKB-bng4hAETQ

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 Thursday, 12th March 2020.

5. MATTERS ARISING

- a. Minutes of the Personnel meeting held on Thursday, 12th March 2020.

6. ITEMS FOR CONSIDERATION

- a. **Terms of Reference**

To review the Committee terms and reference.

- b. **Appraisal Process**

To receive an oral update from the Town Clerk regarding the staff appraisal process.

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 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.



MINUTES OF THE PERSONNEL COMMITTEE MEETING

HELD ON THURSDAY 12th MARCH 2020 AT 8.00pm AT BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, SAFFRON ROAD, BIGGLESWADE

PRESENT:

Cllr I Bond (Chairman)
Cllr C Thomas (Vice Chairman)
Cllr M Knight
Cllr M North
Cllr H Ramsay
Cllr M Russell
Cllr D Strachan
Cllr J Woodhead

Members of Public - 0

1. APOLOGIES

Cllr F Foster, Cllr M Foster

2. DECLARATION OF INTERESTS

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

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

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).

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 18th February 2020.

5. MATTERS ARISING

- a. Matters arising from the Minutes of the Personnel Committee meeting held on the 18th February 2020.

There was one matter arising from an exempt item.

6. ITEMS FOR CONSIDERATION

- a. There were no items for consideration.

7. ITEMS FOR INFORMATION

a. Budget Report

Members received and considered the following reports:

- i. Staffing budget actuals (summary) to 29th February 2020.
- ii. Staff Training Budget (summary) to 29th February 2020.

It was noted that the Works Manager will be preparing Staff training report to aid budget planning.

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**).

There were no members of the public present.

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 issues are discussed.

(10a. Matter arising from the Exempt Minutes of the Personnel Committee meeting held on the 18th February 2020)
(10b. Staff matters)

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.

Biggleswade Town Council



Scheme of Delegations

6. **Personnel**

The Committee has delegated authority to deal with matters listed below, only where sufficient budgetary provision exists or can be vired from within the approved budget of the committee. The Committee may decide not to exercise its delegated power and may instead make recommendations to Council.

The Committee is required to submit a list of resolutions and recommendations to the next available meeting of the Council.

Responsible for the control, development and continued improvements to:

- Recruitment, Selection and the policies, procedures and contracts relating to.
- Training, Development and the policies and procedures relating to.
- Appraisal, to ensure accurate assessments of performance is carried out.
- Absence Management and the policies and procedures relating to.
- Disciplinary, Grievance and the policies and procedures relating to.
- Maternity, Paternity and the policies and procedures relating to.
- Equal Opportunities and the policies and procedures relating to.
- Recommend policy change within their area of responsibility.

Other responsibilities:

- Health and Safety – to ensure compliance with health and safety.
- Ensuring individual work records are maintained.
- Liaising with the Unitary Authority on matters pertaining to the Committee.
- Liaising with the police and other outside bodies on matters pertaining to the Committee.