

**29 June 2017**

**To: Members of the Council**

**A meeting of the PERSONNEL COMMITTEE, Arlesey Town Council will be held in the Village Hall, High Street, Arlesey, on Tuesday 4 July 2017 following the Finance and General Purposes Committee.**

**The following committee members are hereby summoned to attend:** Cllrs Auburn, Gravett, Holloway, Livermore, McGann, Sarll and Ward

**Ms Susan Foulkes  
Town Clerk**

## **AGENDA**

**1 ELECTION OF CHAIRMAN & VICE CHAIRMAN FOR THE ENSUING YEAR**

1.1 Nominations for Chairman of Personnel Committee, followed by election.

1.2 Nominations for Vice Chair of Personnel Committee, followed by election.

**2 APOLOGIES FOR ABSENCE**

**3 MEMBERS' INTERESTS**

To receive declarations of interest from members  
*(Members of the Council are invited to disclose any personal interest or personal and pecuniary interests they may have in any items on the agenda for this meeting in accordance with the Council's Code of Conduct for Members)*

**4 PUBLIC PARTICIPATION**

**5 MINUTES OF THE PREVIOUS MEETING**

To consider and approve the minutes of the Personnel Committee meeting held on 10 January 2017. *(attached)*

**6 MATTERS ARISING**

**7 GROUNDS MAINTENANCE STAFF UPDATE**

7.1. **Grounds Maintenance Staff Resignation** - Members to acknowledge receipt of letter of resignation from Mr M. Bird.

7.2. **Grounds Maintenance Staff Recruitment** – Members to consider delegation to Town Clerk and Cllr Gravett to produce Job Description and Person Specification for a role which focuses on Litter picking/cleaning and supporting Grounds Maintenance Operative. Hours of work not to exceed 16 per week and hourly rate to be set at National Living Wage, and to commence recruitment process to enable advertisement of post.

**8 CONSIDERATION OF CONSULTATION WITH EXISTING STAFF ON DRESS CODE**

Members to consider the initiation of a consultation with staff members on a 'Dress and Personal Appearance Code' which would aim to support the Council in maintaining a professional image to residents and corporate partners.

**9 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING**

**10 EXEMPT AGENDA ITEM: 11**

To resolve to exclude members of the public and press from the meeting under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business on the grounds that that this business relates:

- 1) to labour relations issues (Item 4: Annex B – Descriptions of Exempt Business/DCLG Open & Accountable Local Government).

**11 CONSIDERATION OF CURRENT PERSONNEL ISSUES**

Members to receive an update on communications with Bedford Borough Occupational Health Service.