



MINUTES OF THE PERSONNEL & CONTRACTS COMMITTEE OF BLEADON PARISH COUNCIL HELD IN THE CHURCH ROOMS AT 7.00pm ON WEDNESDAY, 24TH JANUARY 2024.

PRESENT: Councillors: Andy Scarisbrick (Chairman), ID Clarke and Mary Sheppard
IN ATTENDANCE: Craig Bolt (Clerk)

1. Apologies for absence

Apologies were received from Cllr Jo Gower-Crane.

2. Members' declarations of interest on any agenda item.

No declarations of interests were received.

3. To approve as a correct record the minutes of the meeting of the Personnel Committee held on the 26th July 2023.

Resolved: To approve the Personnel Committee minutes of 26th July 2023.

The resolution was correctly proposed and seconded (unanimous)

The minutes of the meetings to be signed by the Chairman as a correct record.

4. To note changes to the Terms of Reference of the Committee

Councillors noted that the Parish Council had delegated responsibility to the Committee to prepare specifications, agree a procurement process and evaluate bids in relation to the Council's external service contracts.

5. Exclusion of the press and public. (The Committee is recommended to resolve that members of the press and public be excluded from the meeting during consideration of agenda items 6 by reason of the confidential nature of the item of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960).

Resolved: That members of the press and public be excluded from the meeting during consideration of agenda items 6.

The resolution was correctly proposed and seconded (unanimous)

6. To consider proposed changes to existing external service contracts and agree procurement arrangements for the appointment of contractors.

Councillors had a full and productive debate covering a range of issues, including:

- The merits of reconfiguring current contracts
- How to maximise interest in the contracts
- Scope for streamlining proposed contract terms and specifications
- Future cost pressures
- Evaluation criteria
- Contract performance
- Councillor and stakeholder engagement in the evaluation process
- Procurement timetable
- Potential implications on the workload of the Clerk

Resolved:

- i. That a new contract framework be approved based upon the following:
 - Grounds Maintenance Contract
 - Environmental Services Contract
 - Toilet Cleaning Contract
 - Changes to the duties of the post of the Parish Clerk & RFO
- ii. That a revised timetable to secure new contracts for 1st May 2024 be established.
- iii. That the Clerk be authorised to:
 - Finalise detailed specifications and contract terms in consultation with the Chair of the Personnel and Contracts Committee
 - Agree any changes to the timetable/procurement process in consultation with the Chair of the Personnel and Contracts Committee
 - Approach potential stakeholders to consider how they might be involved in any evaluation process.
- iv. That the formal evaluation of any bids received be undertaken by the Clerk in consultation with the Chair and Vice Chair of the Council prior to the submission of any proposed contract awards to a meeting of the Council.
- v. That in relation to the Toilet Cleaning Contract, the Clerk be authorised to negotiate a proposed extension to the contract and the outcome of those discussions be reported to Council for final determination.

The resolutions were correctly proposed and seconded (unanimous)

7. To agree the date of the next meeting.

It was noted that the date of the next meeting would be influenced by the re-working of the procurement timetable and would, therefore, be determined in discussion with the Chairman.

The Chairman closed the meeting at 21:20

.....Chairman

.....Date