

You are summoned to attend the Personnel Committee to be held on Wednesday 12th May 2021 at 19.00. This meeting will be held at the Parish Council Office Great Linford House 1 St Leger Drive Great Linford.

NEW ARRANGEMENTS

Due to Government legislation all Council meetings must take place face to face.

However, Covid restrictions will apply, and this will limit the number of people allowed into the meeting room. Face masks are essential.

As a resident or member of the press you are welcome to attend **via Teams** please contact the office so the link can be sent to you.

or in person but due to the limited space please register your desire to attend via the GLPC website form or by writing to the Parish Manager at glpc@great-linford.gov.uk. Seats will be allocated on a first come first served basis.

Public participation procedures and information can be found on the website document [Public Participation \(great-linford.gov.uk\)](http://great-linford.gov.uk) and within Standing orders [Policies & Documents \(great-linford.gov.uk\)](http://great-linford.gov.uk)

Agenda

Agenda Item	Doc Ref (abbreviated)
1. Welcome and register of those in attendance.	
2. Apologies for absence	
3. Declaration of members' interests	
4. Public Question Time	
The meeting will be adjourned for an agreed time by the Chair for the public to ask questions about agenda items. The Chair will allocate speaking time as appropriate.	
5. Minutes of the meeting previous meeting	
5.1. Committee are asked to agree the minutes of the previous meeting held on the 17 th of March 2021 5.2. Provide an update on the resolutions from the meeting – <i>a verbal update to be provided by the Parish Manager</i>	Doc 5.1

Great Linford Parish Council

Great Linford House, 1 St Leger Court, Great Linford MK14 5HA

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6. To review the policies and procedures relevant to this committee and agree those updated or created.	
The schedule provides a list of all policies, current ones to review at this meeting are: 6.1. The Complaints policy 6.2. The Vexatious complaints policy	Doc 6.1 Doc 6.2
7. To consider the resourcing requirements for the next 12 months	
7.1. Committee are asked to consider the job description and 12-month self-employed contract for an Environment and Premises Officer. This person will carry out the actions of the Health and Safety Consultant and ensure the effective management of all the assets.	Doc 7.1
7.2. Committee are asked to consider the temporary lifting of the Parish Managers contracted hours to 35 hours a week for 12 months. This will reflect the current working pattern and provide opportunity to cross train and manage the changes within the organisation at this time.	
8. To agree to exclude the press and public due to the confidential nature of the business to be discussed	
8.1. To discuss staffing matters	
9. To confirm the date of the next personnel committee meeting	

Eirwen Tagg

Eirwen Tagg

Parish Manager. 7th May 2021