

You are summoned to attend the Personnel Committee Meeting to be held on Tuesday 24th August 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 which 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** <https://bit.ly/3AUI9At> **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 \(great-linford.gov.uk\)](#) and within Standing orders [Policies & Documents \(great-linford.gov.uk\)](#)

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 Monday 14 th June 2021 5.2. Review of resolutions resolved or still outstanding - Parish Manager will report on progress on outstanding items 5.3. Review of Personnel Committee action plan and focus – Cllrs are asked review the plan and agree next steps and priorities	Doc 5.1
6. Health and Safety project	
6.1. Following the H&S audit by Ellis Whittam the Environment and Premises Officer (EPO) has visited all sites and agreed a plan and timetable to carry out all the actions as required. EPO will present the plan and progress to date.	To be circulated at the meeting
7. Human Resources supplier	
7.1. Parish Manager to provide a verbal update on the work to date and the next steps relating to the work with this supplier. Items are listed in the action plan and the policy spreadsheet is provided for reference.	Doc 7.0

Great Linford Parish Council

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8. Resourcing update	
8.1. Parish Manager to provide an update on the work to date and next steps relating to the resourcing increase.	Doc 8.1
8.2. For information only – the pay discussion relating to annual pay increase has not yet been agreed. Latest information is circulated.	
9. Budget for 22/23	
In relation to the new committee structure and the terms of reference of this committee the members are asked to review the costs associated to the elements that this committee is responsible for. Members should agree to review these expenditure items and agree a budget to be put forward to financial Governance assets committee	Doc 9
10. Confidential item relating to Human resources	
10.1. The Committee is invited to resolve that in view of the confidential nature of the business about to be transacted which relates to confidential staffing issues it is advisable in the public interest that the press and public be excluded at this, and they are instructed to withdraw. Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.	
10.2. Parish Manager will provide an update on resourcing issues	
11. Next meeting	
The committee are asked to determine the meetings they wish to hold between now and the end of the calendar year	

Eirwen Tagg

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Parish Manager. 19th August 2021