

You are summoned to attend the Personnel Committee Meeting to be held on Tuesday 2<sup>nd</sup> November 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 when entering and moving around the room.

As a resident or member of the press you are welcome to attend, 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](mailto: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)
<b>1. Welcome and register of those in attendance.</b>	
<b>2. Apologies for absence</b>	
<b>3. Declaration of members' interests</b>	
<b>4. Public Question Time</b>	
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.	
<b>5. Minutes of the meeting previous meeting</b>	
5.1. Committee are asked to agree the minutes of the previous meeting held on the Tuesday 21 <sup>st</sup> August 2021 5.2. Review of resolutions resolved or still outstanding - Parish Manager will report on progress on outstanding items	
<b>6. Update on Health and Safety project</b>	
Parish Manager to provide a verbal update on the work to date and the next steps	
<b>7. Update on Human Resources supplier</b>	
Parish Manager to provide a verbal update on the work to date and the next steps	
<b>8. Resource changes and the Budget for 22/23</b>	
8.1. The committee is provided with a proposal for the resource restructuring generated from the resignation of one of the longer term staff members and the objectives of the Community Services Committee.  Budgetary information is provided for this committee	

### Great Linford Parish Council

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

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<b>9. Confidential item relating to Human resources</b>	
<p>9.1. 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.</p> <p>9.2. Parish Manager will provide an update on resourcing issues</p>	
<b>10. Next meeting</b>	
<p>10.1. Review of Personnel Committee action plan and focus and agreement of meeting schedule</p>	

Eirwen Tagg

*Eirwen Tagg*

Parish Manager. 27<sup>th</sup> October 2021