

You are summoned to attend the Personnel Committee Meeting to be held on Tuesday 1st March 2022 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, **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 Tuesday 2 nd November 2021.	Doc ref 5.1
5.2. Review of resolutions resolved or still outstanding - Parish Manager will report on progress on outstanding items.	Doc ref 5.2
6. Update on Human Resources tasks / actions	
HR Department will provide a verbal update on their review of contract and policies. The Committee are asked to consider the information provided and the next steps.	
7. Update on Health and Safety project	
Environment and Premises Officer will provide a report against the project plan.	
7.1. It is recommended that going forward the contract with the Health and Safety consultant is concluded in April 2022. The EPO will continue this work and the asset management and introduce Smart log to manage asset maintenance work/issues and provide training for staff. Members are asked to accept this recommendation.	Doc ref 7.1
7.2. It is recommended that the Health and Safety Handbook as presented is accepted by the Committee. This will be circulated to all staff for them to review and sign off	Doc ref 7.2

Great Linford Parish Council

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using the smart log system and forms part of the staff members H&S training and awareness.	
8. Personnel committee Terms of Reference, Action Plan and Policies	
8.1. Terms of Reference area reviewed in the May Annual Parish Council meeting. Cllrs are asked to review the current TOR and propose and agree any changes/amendments/deletions.	Doc ref 8.1
8.2. Action Plan – Members are asked to consider the actions previously identified and any new actions required for 2022.	Doc ref 8.2
8.3. Policies and procedures that fall under the remit of Personnel are identified in the policy plan. Cllrs are asked to consider the priority list and confirm the schedule and timeframe.	Doc ref 8.3
8.3.1. Cllrs are asked to review, propose changes and acceptance of the updated Dignity at work policy.	Doc ref 8.3.1
8.3.2. Cllrs are asked to review, propose changes and acceptance of the updated Model protocol of Cllr and Officer relations	Doc ref 8.3.2
9. 2021 to 2022 Pay rise	
<p>GLPCs pay scales follow the NJC green book and pay rises. There has been no settlement decision made regarding the pay award increase for 2021-22. The Unions have been balloting their members regarding strike action regarding the offer of 1.75% made by the Employers. To date there has been no update on discussions or ballots. BALC are advising that as an increase was expected from 1st April 2021 for the year 2021-22, then councils should consider awarding their employees an increase of 1.75% back dated to 1st April 2021. Should negotiations between Employers and Unions result in the NJC awarding above 1.75%, then the difference should also be backdated to 1st April 2021. By implementing the increase, we consider that parish and town clerks will have received some award for all their hard work.</p> <p>This Committee is asked to consider the advice from BALC and determine how it wishes GLPC to process the pay for 21/22.</p>	
10. Confidential item relating to Human resources	
<p>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.</p> <p>10.2. Parish Manager will provide an update on resourcing issues.</p>	
11. Next meeting	
To agree that the actions as discussed and reviewed in this meeting can be received at the next meeting which is the 7 th June 2022. If Committee believe an earlier meeting is required a new date should be agreed.	

Eirwen Tagg

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Parish Manager. 23rd February 2022

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