

You are summoned to attend the Personnel Committee Meeting to be held on MONDAY 4TH JULY AT 18:00. This meeting will be held at the Parish Council Office, Great Linford House, 1 St Leger Drive, Great Linford.

The navigation directions can be found using <https://w3w.co/stars.wipes.postings>

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. Election of the Chair and Vice Chair of this committee	
2. Welcome and register of those in attendance.	
3. Apologies for absence	
4. Declaration of members' interests	
Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members are required to declare any disclosable pecuniary interests which they may have in any of the items under consideration at this meeting).	
5. 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.	
6. Minutes of the meeting previous meeting	
6.1. Committee is asked to agree the minutes of the previous meeting held on the 1 st of March 2022.	Doc 6.1
6.2. Review of resolutions outstanding - Parish Manager will report on progress on outstanding items and the amendments to the dignity at work policy and model protocol of Cllr and Officer relations	Doc 6.2
7. Long term resource project workbook	
7.1. As part of this project and the Conniburrow Community Centre Project (CCC) the Parish Manager and Cllr Harvey have reviewed the resource and finance implications. A report is provided for the Committee to consider the implications and the GLPC long term aspirations. Feedback and recommendations which will be provided for FGA Committee, who will determine the overall financial implications.	Doc 7.1
7.2. Environment Premises Officer – Contractor. This contract concludes in mid-July. The increase in assets and the work to date suggests that there is a requirement to amend the jobs focus, job description, the full-time equivalent level and consider if this should be a PAYE role. The review will commence immediately and be presented to Council. Costs are included within the long-term resource review data. The current contactor will be asked to cover the work currently on a month-by-month basis.	

Great Linford Parish Council

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8. Increase Cllr Training and Development project workbook	
8.1. <u>Training and development</u> Cllr Harvey presents a training and development policy and proposes recommendation of the policy. A supplementary list of training courses is included. Discussions with BALC are ongoing to identify providers of required courses.	Doc 8.1
9. GDPR and Data protection	
Quotes have been sought for a third party to conduct a compliance audit. This Committee is asked to consider the update from the Parish Manager, consider the implications and determine the next steps.	Doc 9
10. Recruitment of Cllrs before Election 2023	
Council have discussed the need to recruit to fill the current vacancies. A strategy of steps and actions to be taken should be agreed by this Committee, costed, and shared with the Communications group. An induction process will be reviewed and timetabled to ensure effective onboarding of new Cllrs.	
11. Outsourcing of Payroll	
Due to the increase requirements and technical skills needed to complete payroll, outsourcing of this activity is to be considered. This will incur an unbudgeted cost. Quotes will be obtained. Committee is asked to give the Parish Manager, Chair of Personnel and Chair of FGA delegated powers to consider the quotes, cost and implications and provide a recommendation to council.	
12. Personnel Policies	
12.1. An update is provided on the policies and procedures in the document included.	Doc 12.1
12.2. The Cllr Co-option policy has been reviewed and it is recommended that there are no changes required.	Doc 12.2
13. Confidential item relating to Human resources	
13.1. 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.	
13.2. Parish Manager will provide an update on resourcing issues.	
14. Next meeting	
Committee are asked to agree the time and date of the next meeting	

Eirwen Tagg

Eirwen Tagg

Parish Manager. 29th June 2022