

You are summoned to attend the Personnel Committee Meeting to be held on **MONDAY 5<sup>th</sup> September 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)
<b>1. Welcome and register of those in attendance.</b>	
Welcome to Cllr Agata Janicka as a new member for this committee	
<b>2. Apologies for absence</b>	
<b>3. Declaration of members' interests</b>	
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).	
<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 is asked to agree the minutes of the previous meeting held on the 4th of July 2022.	Doc 5.1
5.2. An update will be provided on the progress of outstanding items.	Doc 5.2
5.2.1. <u>Long term resource</u> – Parish Manager to provide an update on the action plan	
5.2.2. <u>GDPR quotes and review</u> – Parish Manager will provide the information to date	Two Documents
5.2.3. <u>Cllr Elections in 2023</u> – Committee is asked to review the draft Induction and Retention policies. These are produced to help the committee develop the steps required to assist GLPC to successfully advertise and promote the 2023 elections, explain the role of Cllrs, and keep those who step forward involved for a longer period through a strong induction.	Doc 5.2.3
5.2.4. <u>Payroll</u> – review of outsourcing suggestions to date	
<b>6. Cllr Training and Development</b>	
6.1. Update on Cllr training to date and the budget requirements	Information to be presented
<b>7. Personnel Policies and Staff handbook</b>	
An updated policy and procedure log is provided for information. The following elements are due for review and consideration by this committee.	

### Great Linford Parish Council

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

Tel: 01908 606613 □ Email: [parish.manager@great-linford.gov.uk](mailto:parish.manager@great-linford.gov.uk) ● [www.great-linford.gov.uk](http://www.great-linford.gov.uk)

Agenda Item	Doc Ref (abbreviated)
<p>7.3. Vexatious Policy – Cllr Harvey has reviewed the issues around this policy and proposes acceptance of the policy as documented.</p> <p>7.4. Staff handbook – the HR Dept have provided a handbook for consideration. There are elements that are specific to GLPC, and the Committee may wish to amend as required. Cllrs are asked to review the document and comments. The agreed changes will then be considered for adoption and recommended for approval to Council.</p>	<p>Doc 7.3</p> <p>Folder 7.4 contains policy plus additional information</p>
<b>8. Code of Conduct</b>	
<p>Committee are asked to review the Code of Conduct as presented and adopted this version. The document is taken from the agreed MKC code of conduct (June 2022) which was derived from the model presented by NALC and reworded in the appropriate places. Mirroring the local authorities code ensures that should issues arise the Monitoring Officer (MKC) is assessing information based on a common agreed code.</p>	<p>Folder 8.0 contains Code plus supporting information</p>
<b>9. Civility and respect</b>	
<p>Committee are asked to review the information as circulated from BALC and consider if GLPC should sign up to the civility and respect pledge. Cllrs are asked to review the documents provided and agree:</p> <p>9.1. To adopt the dignity at work policy – which will supersede the one previously agreed by GLPC</p> <p>9.2. To sign up to the civility and respect pledge and work to complete areas that GLPC may not already have in place</p>	<p>Folder 9 contains Policy and Pledge and supporting information</p>
<b>10. Preparation for the Budget process</b>	
<p>10.1. <u>Item for information</u> - Committee should consider how it wishes to review the budget pertaining to personnel activities. Council and FGA will require this committee to confirm the budget requirements relating to its remit and this may include training, job evaluation, personnel expenditure etc. It is recommended that the Committee meet before November to consider these elements.</p>	
<b>11. Confidential item relating to Human resources</b>	
<p>11.1. 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>11.2. Parish Manager will provide an update on resourcing issues.</p> <p>11.3. Committee to note and agree the current salary points of the individual staff. This was an agenda item requested by the internal auditor to ensure that the correct salaries are being paid to staff.</p>	<p>Doc 11.3</p>
<b>12. Next meeting</b>	
<p>Committee are asked to agree the time and date of the next meeting</p>	

Eirwen Tagg

*Eirwen Tagg*

Parish Manager 31<sup>st</sup> August 2022

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