

**You are summoned to attend the Personnel Committee to be held on Thursday 17<sup>th</sup> March 2021 at 19.30 This meeting will be held virtually using zoom.**

**Members of the public** are welcome to observe a meeting or partake in the public participation section of the meeting provided their comments relate to agenda item. Members of the public or press must register their attendance through the GLPC website form or by writing to the Parish Manager at [glpc@great-linford.gov.uk](mailto:glpc@great-linford.gov.uk). Registration must be logged at least 48 hours before the meeting start time. Please ensure you list your:

- name,
- email / phone contact details,
- question or the comments you wish to make and the agenda item it relates to.

Once registered you will receive the joining instructions for the meeting.

Public participation procedures and information can be found on the website document <https://www.great-linford.gov.uk/virtual-meetings/>.

### Agenda

Agenda Item	Doc Ref (abbreviated)
<b>1. Welcome and register of those in attendance.</b>	
<b>2. Nomination for Chair and Vice Chair</b>	
Cllrs are asked to confirm their intention to stand as Chair or Vice Chair by 3pm on Tuesday 15 <sup>th</sup> March 2021 by emailing <a href="mailto:glpc@great-linford.gov.uk">glpc@great-linford.gov.uk</a> . Current nominations are Cllr Lawar for Chair and Cllr Widdowson for Vice Chair, other nominations are welcome.	
<b>3. Apologies for absence</b>	
<b>4. Declaration of members' interests</b>	
<b>5. 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>6. Minutes of the meeting previous meeting</b>	
This is not applicable as this is the first meeting of the group	
<b>7. To review the terms of reference for this group and agree the proposed actions to be considered by this Committee.</b>	
7.1. A presentation of the proposed actions for this group and priorities that are suggested.	

### Great Linford Parish Council

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

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Agenda Item	Doc Ref (abbreviated)
<p>7.2. Cllr Lawar proposes that GLPC engages a professional Human Resources company to provide support and advice to the Council and Employees. A report on the scope , review of three quotes and potential costs will be presented to the Committee.</p> <p>7.3. Cllr Widdowson proposes a review of the staffing structure which should recognise the expanding role of the Parish Council services and facilities. A project brief is required with input from committee and will then be represented to Full Council for agreement. Initial thoughts will be shared with the Committee.</p> <p>7.4. To agree the timetable and action plan for this committee. A draft will be provided for discuss and responsibilities.</p>	
<p><b>8. To agree to exclude the press and public due to the confidential nature of the business to be discussed</b></p>	
<p>8.1. Staffing matters – to consider sensitive issues relating to staff</p>	

**9. To confirm the next personnel committee meeting which is proposed as Tuesday 4<sup>th</sup> May 2021 starting at 19.00**

Eirwen Tagg

*Eirwen Tagg*

Parish Manager. 12<sup>th</sup> March 2021