

Minutes of the Personnel Committee meeting held on Monday 5th September 2022 at 18:00 at the Parish Offices in Great Linford.

Present: Councillors: Harvey (Chair), Widdowson, Burgess, Janicka and Nixon.

Also present: Parish Manager (PM)

Cllr Janicka left the meeting at 19:30

Agenda Item
1. Welcome and register of those in attendance.
Cllr Harvey welcomed all in attendance and especially Cllr Burgess who has just joined the group.
2. Apologies for absence
None received
3. Declaration of members' interests
Cllr Nixon registered a personal interest in 11.2 and was therefore not involved in discussions or votes.
4. Public Question Time
No questions have been raised
5. Minutes of the meeting previous meeting
5.1. Cllr Nixon proposed acceptance of the minutes of the meeting held on the 4 th of July 2022, this was seconded by Cllr Widdowson, and all agreed RESOLVED
5.2. Outstanding items
5.2.1. <u>Long term resource</u> – Estate Officers role is being advertised and interviews held at the end of September ACTION
5.2.2. <u>GDPR quotes and review</u> – It was suggested other avenues should be explored to get assistance with this audit review. Cllr Nixon would assist. ACTION
5.2.3. <u>Cllr Elections in 2023</u> – It was proposed by Cllr Burgess and seconded by Cllr Nixon that the policies for Cllr Induction and Cllr Retention should be accepted and should be used to help GLPC develop the steps required to 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. RESOLVED
During the discussion it was agreed that:
<ul style="list-style-type: none"> • Cllr Janicka would be willing to help with develop the process • A personal check list could be used to help outline the induction pathway and where information can be found. This needs to be adaptable to each individual. • The formal co-option interview should be developed and made more robust it should bring out <ul style="list-style-type: none"> ○ What skills and background a person has ○ What do they want to get from their involvement ○ Helping people to manage their time with the needs of the council and the community • We need each Cllr to help others and support and mentor new people

Agenda Item
<ul style="list-style-type: none"> Communications should include what skills and support the Parish Council needs to achieve its vision and objectives <p>5.2.4. <u>Payroll</u> – Cllr Harvey and the RFO are to review the various options identified</p>
<p>6. Cllr Training and Development</p>
<p>6.1. Cllr Nixon proposed that the Parish Manager provide some information at the Full Council meeting to show what training is available. Cllrs should be reminded that all expenses are paid for by the council to help them get more out of their role. ACTION</p>
<p>7. Personnel Policies and Staff handbook</p>
<p>7.1. Vexatious Policy – Cllr Burgess proposed that the policy should be adopted, this was seconded by Cllr Heale and all agreed. RESOLVED</p> <p>7.2. Staff handbook – The committee reviewed the Handbook. Much discussion resulted in some context changes but not content changes. The Parish Manager was asked to review certain aspects with the HR Dept. These revolved around the detail of disciplinary and grievance policies, format of the document and aspects that were specific to GLPC. The committee were content with the handbook but felt that its sign off should be approved directly by Council once the Parish Manager had reviewed all points with HR Department. ACTION</p>
<p>8. Code of Conduct</p>
<p>Cllr Nixon proposed that GLPC adopted the Code of Conduct 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. This was seconded by Cllr Burgess and all agreed. RESOLVED</p> <p>Cllr Janicka left at this point</p>
<p>9. Civility and respect</p>
<p>The committee reviewed the information from the BALC in relation to the civility and respect pledge. The agreement proposed was that GLPC should adopt the dignity at work policy that supersede the one previously agreed by GLPC and will review the best practices as defined in the documentation. This was proposed by Cllr Harvey and seconded by Cllr Nixon and was agreed by all. RESOLVED</p>
<p>10. Preparation for the Budget process</p>
<p>10.1. It was proposed by Cllr Harvey and seconded by Cllr Heale that a separate meeting on 5th October should be convened to review and discuss the budgetary implications for the Personnel Committee. RESOLVED</p>
<p>11. Confidential item relating to Human resources</p>
<p>11.1. It was proposed by Cllr Harvey and seconded by Cllr Nixon that the committee 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 provided an update on a resourcing issue and confirmed that at this point there was no conclusion to the issue.</p> <p>11.3. Cllr Harvey proposed that the current salary points of the individual staff were as agreed by the policy of aligning remuneration with the national pay scales. The document was amended due to a</p>

Agenda Item
<p>typographical error on one of the salary scales. This was seconded by Cllr Burgess and agreed by all.</p> <p>Cllr Widdowson asked that the PM should confirm that the necessary back pay had been carried out.</p>
12. Next meeting
Next meeting was confirmed as 3rd October 2022

The meeting was closed at 20:10

Chair _____ Date _____

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