

Minutes of the Personnel Committee meeting held on Monday 3rd October 2022 at 18:00 at the Parish Offices in Great Linford.

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

Also present: Parish Manager (PM)
Cllr Janicka arrive at 19:00

Agenda Item
1. Welcome and register of those in attendance.
Chair welcomed all to the meeting
2. Apologies for absence
Cllr Burgess had provided a valid apology for absence. This was proposed as agreed by Cllr Widdowson and seconded by Cllr Nixon and all agreed. RESOLVED
3. Declaration of members' interests
There were no declarations made.
4. Public Question Time
No questions have been raised
5. Minutes of the meeting previous meeting
5.1. Cllr Widdowson proposed acceptance of the minutes of the meeting held on the 5 th of September 2022, this was seconded by Cllr Nixon and all agreed. RESOLVED
5.2. Parish Manager confirmed that the items were work in progress. The staff handbook has been reviewed and numbered. It requires "cleaning up" before circulating but it will
6. Budget for 2023 / 24
The draft budget report was reviewed and discussed, agreements and actions from the discussion are noted in the report.
Committee accepted the budget with amendments but certain aspects in relation to Ranger equipment needs to be added and agreed separately. ACTION
Notes and actions were listed against the budget report.
7. Confidential item relating to Human resources
7.1. Cllr Widdowson proposed that the Committee should 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. This was seconded by Cllr Harvey and all agreed. RESOLVED
7.2. It was proposed by Cllr Harvey and seconded by Cllr Widdowson that the Parish Manager would approach HR Dept with a request to identify options, costings, and a more proactive way forward for dealing with absence. RESOLVED
8. Next meeting
Next meeting was confirmed as Monday 5 th December at 18:00

The meeting was closed at 20:04

Chair _____

Date _____

DRAFT