

**Minutes of the Personnel Committee meeting held on Tuesday 2<sup>nd</sup> November 2021 at 19:00 at the Parish Offices in Great Linford.**

**Present:** Councillors: Lawar (Chair), Heale, Kupczyk, Whelan and Widdowson

**Also present:** Parish Manager (PM)

<b>1. Welcome and register of those in attendance</b>
<b>2. Apologies for absence</b> It was proposed by Cllr Widdowson and seconded by Cllr Kupczyk that the absence noted by Cllr Foskett was a valid reason, this was agreed by all. <b>RESOLVED</b>
<b>3. Declaration of members' interests</b> Nothing declared.
<b>4. Public Question Time</b> There were no members of the public present and no questions provided in advance.
<b>5. Minutes of the previous meeting</b>
5.1. <u>Minutes of the previous meeting</u> held on Tuesday 24 <sup>th</sup> August 2021 were reviewed by the Members and were agreed as a true record. This was proposed by Cllr Widdowson, seconded by Cllr Kupczyk, and voted as 4 in favour, 0 against and 1 abstention <b>RESOLVED</b>
5.2. <u>Review of resolutions</u> – Parish Manager provided a verbal update; the significant outstanding item was the resolution of the pension calculation. PM will discuss with auditor at the internal review meeting and forward their comments to the pension provider. <b>ACTION</b>
<b>6. Update on Health and Safety project</b>
6.1. Parish Manager circulated the action plan which updated the progress to date. Good progress has been made on all elements. The presence requirement of a Fire Safety assessment is to be reviewed with Ellis Whittam to determine the statutory requirements. It was agreed that Cllrs from this Committee would accompany the Environment Premises Officer on quarterly reviews. Cllr Whelan agreed to do the first review. <b>ACTION</b>
<b>7. Update Human Resources</b>
7.1. Parish Manager explained that the policies, procedures, and action plan highlighted the specific actions that the HR department are working on at this time. Information needs to be passed to the contractor but there has been a delay in this activity . PM to rectify by end of year. HR Department have been very helpful with other operational issues and concerns and attend an update meeting with the PM and Personnel Chair to explain so legislative changes and conditions. <b>ACTION</b>
<b>8. Resource changes and the Budget for 22/23</b>
A proposal was put to the committee for a change to the resource structuring following the resignation of the current Community Liaison Officer. It was proposed by Cllr Lawar and seconded by Cllr Heale that the resource visioning document and documented action steps should be accepted.

It was agreed that the changes to the Community Liaison job role and Communications job role should be enacted immediately, **if**, Full Council agree this change.

All voted in agreement of the change

The restructure provided the bases for the budget calculation figures. It was proposed by Cllr Widdowson and seconded by Cllr Whelan that these figures be accepted, and it be noted that there may be implications of job evaluation changes. This was agreed by all .

It was noted that the caretaker cost has increased due to the increase in facilities managed.

Total Personnel Budget	£281,034.14
PAYE	£205,455.14
PAYE additional costs	£18,999.00
Contracted	£56,580.00

**9. Confidential item relating to Human resources**

9.1. There were no confidential items to be discussed and therefore this item was not required.

**10. Next meeting**

It was proposed by Cllr Widdowson that the meeting dates for 2022 should be set at as the first Tuesday of the month and run quarterly, so they would be 1<sup>st</sup> March 2022, 7<sup>th</sup> June 2022, 6<sup>th</sup> September 2022, and 6<sup>th</sup> December 2022.

This will be subject to change as and when personnel requirements arise. This was seconded by Cllr Lawar, and all agreed.

**The meeting was closed at 20:24**

Chair 

Date

1/3/22