

Minutes of the Personnel Committee meeting held on Monday 4th July 2022 at 18:00 at the Parish Offices in Great Linford.

Present: Councillors: Harvey (Chair), Widdowson, Burgess and Nixon. Cllr Heale arrive at 18:35.

Also present: Parish Manager (PM)

1. Election of Chair and Vice Chair
It was proposed by Cllr Nixon and seconded by Cllr Widdowson that Cllr Harvey remain as Chair for the committee. This was voted as all in favour. No Vice Chair was nominated. RESOLVED
2. Welcome and register of those in attendance
Cllr Harvey welcomed all in attendance and especially Cllr Burgess who has just joined the group.
3. Apologies for absence
None received
4. Declaration of members' interests
Nothing declared.
5. Public Question Time
There were no members of the public present and no questions provided in advance.
6. Minutes of the previous meeting
6.1. <u>Minutes of the previous meeting</u> held on Tuesday 1 st March were reviewed by the Members and were agreed as a true record. This was proposed by Cllr Widdowson, seconded by Cllr Nixon, and voted as all in favour. RESOLVED
6.2. <u>Review of resolutions</u> Parish Manager provided the following updates
6.2.1. Vexatious policy template is to be reviewed and presented for consideration in September.
6.2.2. Staff Handbook is being worked on by HR depart and will be circulated within 3 weeks.
6.2.3. Dignity at work policy and Model Protocol were updated and included on the website.
7. Long term resource project workbook
Cllr Heale arrived at this point
7.1. <u>Conniburrow Community Centre CCC working group project</u> It was proposed by Cllr Harvey and seconded by Cllr Nixon that the recommendation from the committee was to consider the need for overall restructure when looking at CCC. The documentation provides an amended structure, changes to job titles, clarifies direct and indirect management with an aim to provide GLPC with succession planning and training and development opportunities. Should this recommendation be rejected by FGA or Full Council this committee notes that GLPC could not continue with the staffing levels and organisation as it current has. The review identified significant pressure in the system that is not sustainable, and which is detrimental to staff wellbeing and the overall effectiveness of the operation. Rejection of the management of CCC by GLPC will require the proposed restructuring minus
1. Estate officer time – approx. 0.2 FTE
2. Caretaker – 0.4
3. Operations support – 0.2
This was voted as all in favour (5 votes). RESOLVED

7.2. Environment Premises Officer - It was proposed by Cllr Nixon that the job focus, job description and FTE hours for this role should be reviewed in line with the personnel restructure in 7.1. The recruitment process will be started but no contract agreed until after the Council decision has been made. This was seconded by Cllr Widdowson and voted as all agreed. RESOLVED
8. Increase Cllr Training and Development project workbook
8.1. <u>Training and development</u> Cllr Harvey proposed that the training and development policy should be agreed and adopted. It was noted that discussions with BALC to identify training opportunities was ongoing. It was also discussed that a skills analysis should be considered. This was seconded by Cllr Heale and voted as all agreed. RESOLVED
9. GDPR and Data protection
It was agreed that more quotes should be sought and that a desktop review was not ideal. PM to ACTION
10. Recruitment of Cllrs before Election 2023
It was agreed that the Chair and the PM would work on a process for induction and onboarding for new Cllrs. It was important to understand Cllr turnover and what Cllrs required to make their time in Council effective. A process for advertising for the next election should be discussed with the Communications working group and scheduled into their timeline. ACTION
The following aspects were to be considered: Cllr Nixon requested a consideration of the retention policy for Cllrs and staff Cllr Burgess raised the concern that Cllrs were not aware of what expenses they could claim Cllr Widdowson raised the concern about allowances for Cllrs. It was acknowledged that there would be a difference in payments to those elected and those co-opted which seem unfair. It would be considered longer term
11. Outsourcing of Payroll
It was proposed by Cllr Nixon and seconded by Cllr Widdowson that due to the increase requirements and technical skills needed to complete payroll, outsourcing of this activity should be considered. It would be an unbudgeted cost. The Committee should ask Council to resolve that the Parish Manager, Chair of Personnel and Chair of FGA be given delegated powers to consider quotes, cost and implications and make a recommendation to council. This was voted as all in favour. RESOLVED
12. Personnel Policies
12.1. Updates to the polices schedule were agreed and recorded in the log. ACTION 12.2. It was proposed by Cllr Nixon and seconded by Cllr Heale that the Cllr Co-option policy with the following amendment should be agreed; Office would chase any potential Cllr who did not turn up to identify why. It was then voted and all agreed. RESOLVED
13. Confidential items
13.1. It was proposed by Cllr Widdowson and seconded by Cllr Heale that the item regarding the update on resourcing issues was to be excluded to press and public (public bodies admissions to meeting act 1960). 13.2. Committee were updated on the resource issues. No further action was to be taken at this point following advice from the HR Dept.
14. Next meeting
It was proposed by Cllr Harvey that the next meeting was Monday September 5 th , 2022, starting at 18:00. This was seconded by Cllr Burgess and agreed by all. RESOLVED

The meeting was closed at 20:12

Chair 

Date 5/10/22