



## FLITWICK TOWN COUNCIL

Ref: Agenda/Personnel - 24/06/2021

18th June 2021

Dear Sir/Madam

All Members of the Personnel Committee are hereby summoned to the **Personnel Meeting of Flitwick Town Council** that will take place on **Thursday 24th June 2021** at the Rufus Centre, Steppingley Road, Flitwick and **via Virtual access**, commencing at **7.30pm** in order to transact the under mentioned items of business.

Please register in advance for this Teams meeting:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZTcxNzg4MTgtZjYyOC00ZjNlLWI2NDYtZjlyZDYxNDdjNDgy%40thread.v2/0?context=%7b%22id%22%3a%2240e995ae-789a-4e33-95b3-c51501ea6c4a%22%2c%22oid%22%3a%22e2eaabf6-b09a-4cdf-9d0b-94d5a03c6226%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTcxNzg4MTgtZjYyOC00ZjNlLWI2NDYtZjlyZDYxNDdjNDgy%40thread.v2/0?context=%7b%22id%22%3a%2240e995ae-789a-4e33-95b3-c51501ea6c4a%22%2c%22oid%22%3a%22e2eaabf6-b09a-4cdf-9d0b-94d5a03c6226%22%7d)

After registering, you will receive a confirmation email containing information about joining the meeting.

Yours faithfully

Rob McGregor

Rob McGregor  
Town Clerk

Distribution:

Cllr K Badham (Chairman)  
Cllr J Dann (Vice Chairman)  
Cllr C Thompson  
Cllr I Blazeby  
Cllr A Snape

### **Statement for Virtual Meetings**

I would Like to inform everyone present that this meeting is being filmed and that by joining this meeting you are consenting to being filmed. Can I also remind Councillors and members of the public not to disclose any personal information regarding an individual as this might infringe the rights of this individual and breach data protection rules. Can I also remind you when not speaking to mute your microphone.

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2. **DECLARATIONS OF INTEREST**

To receive Statutory Declarations of Interests from Members in relation to:

- (a) Disclosable Pecuniary interests in any agenda item.
- (b) Non-Pecuniary interests in any agenda item.

3. **CHAIRMANS ANNOUNCEMENTS**

To receive announcements from the Chairman.

4. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the Agenda.

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

5. **MEMBERS QUESTIONS**

To receive questions from members.

6. **MINUTES**

- a. For Members to receive and adopt the minutes of the Personnel Meeting, held on **Thursday 13<sup>th</sup> May 2021** at the Offices of Flitwick Town Council, The Rufus Centre, Steppingley Road, Flitwick, this meeting was held via virtual access. **(this item will be taken under Exempt)**.

7. **MATTERS ARISING**

- a. Minutes of the Personnel Meeting held on Thursday 13<sup>th</sup> May 2021.

9. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

**10. ITEMS FOR CONSIDERATION**

**a. Finance – Admin Apprentice**

Members are asked to consider taking on a finance and admin apprentice.

**b. Training & Development Policy**

To achieve quality status, we are required to publish on the website a training and development policy. Members are asked to adopt the proposed training and development policy, (attached).

**11. EXEMPT ITEMS**

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

12a (Staff Matters Apprentice) 12b (Staff Matters Update)

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.