



## FLITWICK TOWN COUNCIL

### **Draft Minutes of the Personnel Committee Meeting held on Tuesday 24<sup>th</sup> May 2022 at the Rufus Centre at 7:45pm**

Present:

Cllr A Snape (Chairman)  
Cllr I Blazeby  
Cllr J Gleave  
Cllr K Badham

Also present:

Rob McGregor - Town Clerk & Chief Executive (TC)  
Stephanie Stanley - Corporate Services Manager & RFO (CSM)  
Susan Eldred – Community Services Manager (CSM)

Members of the public - 0

#### **1. APOLOGIES FOR ABSENCE**

Apologies were received and accepted for Councillor Roberts (work commitment).

#### **2. DECLARATIONS OF INTEREST**

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

- (a)** Disclosable Pecuniary interests in any agenda item – none.
- (b)** Non-Pecuniary interests in any agenda item – none.

#### **3. CHAIRMAN'S ANNOUNCEMENTS**

No announcements.

#### **4. PUBLIC OPEN SESSION**

No Members of the public present.

#### **5. MEMBERS QUESTIONS**

No questions.

**6. MINUTES**

- a. For Members to receive and adopt the minutes of the Personnel Meeting, held on **Tuesday 22<sup>nd</sup> February 2022** at the Rufus Centre.

This item was taken under Exempt.

**7. MATTERS ARISING**

- a. Minutes of the Personnel Meeting held on Tuesday 22<sup>nd</sup> February 2022.

This item was taken under Exempt.

**8. PUBLIC OPEN SESSION**

No members of the public present.

It was noted that this item should have been further down the agenda.

**9. ITEMS FOR CONSIDERATION**

**a. Volunteer Policy**

Members were asked to adopt the circulated Volunteer Policy which included amendments suggested at the previous meeting.

Members requested for the word 'the' to be deleted from paragraph one and to use the word 'beneficial' instead of 'impactful' within the bullet points section.

It was **resolved** to adopt the Volunteer Policy with two amendments as discussed.

**b. Domestic Abuse Policy**

Members were asked to adopt the circulated Domestic Abuse Policy circulated which included amendments suggested by Members following the previous meeting.

Members requested a minor amendment to paragraph two which deleted the word 'will' and replaced it to 'could'.

It was **resolved** to adopt the Domestic Abuse Policy with one minor amendment as discussed.

**10. ITEMS FOR INFORMATION**

**a. Committee Priorities**

Members noted the priorities circulated. There were no comments raised.

**10. 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.

#### 6a Minutes

Members **resolved** to adopt the minutes of the Personnel Committee Meeting held on Tuesday 22<sup>nd</sup> February 2022 at the Rufus Centre as a true record.

#### 10a-f Staff Matters

It was **resolved** to accept the proposal regarding a Spinal Column Point increase for the Finance Assistant.

It was **resolved** to increase the Café Lead hours from 30 to 37 hours per week.

It was **resolved** to approve the in-house Youth Provision in principle but for the Town Clerk to consider its funding along with the other priorities, e.g., Business Development Manager position, that the Council have before progressing.

#### 10g Discussion

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.