



Wolverton & Greenleys Town Council



Serving the communities of Wolverton, Greenleys, Old Wolverton, Wolverton Mill, Stonebridge, Hodge Lea and Stacey Bushes.

Town Hall, Creed Street, Wolverton, Milton Keynes MK12 5LY
Direct Line: 01908 326800 Email:
office@wolvertonandgreenleystowncouncil.gov.uk

Minutes: Personnel Committee 19th October 2021

Present: Cllrs Bamisile, Riaz, Forbes, and Saunders, and Andrea Vincent Town Clerk.

Apologies for absence: None

Absent: David Robertson

Members of the public: None

To receive Councillor declarations of interest on any matter on the agenda:
None

To Receive The minutes of the Personnel Committee Meeting held on 13th April 2021 were agreed at the Annual meeting 18th May 2021: Noted

To elect a chairperson for the committee

Cllr Bamisile proposed Cllr Saunders

Cllr Riaz seconded the proposal – agreed unanimously

Resolved: Cllr Saunders to be chairperson of the committee

To agree a proposed HR budget to be put to the Finance Committee and Full Council for the 2022 -2023 budget

The budget was reviewed, the clerk is to check the employment contracts of staff with regards to increments. The budget will then be updated accordingly. Also, to check the costings of the payroll contractor.

Proposed Cllr Bamisile Seconded by Cllr Riaz – agreed unanimously

Resolved: To submit the HR budget to full council

To agree letter to be sent to cancel the HR contract at its expiry to allow correct procurement of the service to take place

Proposed Cllr Saunders Seconded Cllr Riaz – agreed unanimously

Resolved: to instruct the Clerk to give notice on the HR and H+S contract to end at the expiry

To agree the date of next meeting to be held

Much discussion about the role of the committee and the timing of future meetings.

The clerk explained that the review of the contracts and employee handbook was a role undertaken by legal specialists at the HR company the committee had engaged.

H M Saunders 17/05/2022



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The chair asked that they have a meeting to review the reviewed documents. The clerk agreed to schedule a meeting for January or later if the documents were returned at a later date.

The chair closed the meeting at 19:35

Hilary M. Saunders 17/05/2022