



Kents Hill & Monkston Parish Council  
PO Box 6293  
Milton Keynes  
MK10 1ZG

**Meeting of the Human Resources (HR) Committee  
Kents Hill & Monkston Parish Council  
Friday 18th November 2022 at 6.00pm  
Kingston Library, Winchester Circle,  
Kingston, Milton Keynes, MK10 0BA**

To access the meeting is via the side door. Phone 07780 681316 for admission

Signed:

Lesley Sung  
Locum Clerk

**AGENDA**

| <b>ITEM</b> | <b>SUBJECT</b>   |
|-------------|--|
| HR 01/22    | <b>Election of Chair</b><br>To elect a Chair of the HR Committee for 2022/2023   |
| HR 02/22    | <b>Appointment of a Vice-Chair</b><br>To appoint a Vice-Chair of the HR Committee for 2022/2023  |
| HR 03/22    | <b>Apologies for Absence</b><br>To and receive and consider accepting apologies for absence  |
| HR 04/22    | <b>Declarations of Interest</b><br>Members to declare any disclosable personal or pecuniary interests they may have in the business to be transacted and in any contract to be considered.   |
| HR 05/22    | <b>Minutes of the Last Meeting</b><br>To receive and accept as a true and correct record, the Minutes of the meeting held on 10 September 2021.  |
| HR 06/22    | <b>Draft Appraisal Procedure</b><br>To recommend to Full Council a draft appraisal procedure   |
| HR 07/22    | <b>Exclusion of the Public</b><br>Pursuant to s1(2) of the Public Bodies (Admission to Members) Act 1960, the Committee to resolve to exclude the press and public for Agenda Items HR 08/22 (Allegation of Misconduct) and HR 09/22 (Home Working Allowance) due to the confidential nature of the business to be transacted. Both agenda items contain personal information about a particular individual, of which publication could potentially constitute a data protection breach. |
| HR 08/22    | <b>Allegation of Misconduct</b><br>The Committee to assess if there is a case to consider in relation to an allegation of misconduct and if so, to consider one or any of the following actions:<br>(a) Instigate a mediation process<br>(b) Establish a Hearing Panel to determine the case<br>(c) Appoint an independent investigator if an investigation if deemed necessary  |



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|----------|--|
| HR 09/22 | <b>Working From Home Allowance</b><br>To consider the Council's Home Working Allowance Policy in view of recent tax changes. |