



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

Residents are invited to a meeting of:

Human Resources (HR) Committee

Kents Hill & Monkston Parish Council
Thursday 11 January 2023 at 6.30pm
Monkston Park Community Centre, Pimlico Court, Monkston
Park, MK10 9PN

Signed:

Lesley Sung (Locum Clerk)

AGENDA

ITEM	SUBJECT
HR 03/24	Apologies for Absence To and receive and consider accepting apologies for absence
HR 04/24	Appointment of a Vice-Chair of the HR Committee To appoint a Vice-Chair of the Committee for the remainder of the 2023/2024 year.
HR 05/24	Declarations of Interest Members and Officers 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 06/24	Minutes of the Last Meeting To receive and accept as a true and correct record, the Minutes of the meetings held on 27 March and 15 May 2023.
HR 07/24	Review of Staffing Levels To review the current staffing level and consider future staffing requirements.
HR 08/24	Recruitment Strategy To consider an advertising strategy and agree the wording for staff advertisements.
HR 09/24	Appraisals In the absence of the Clerk, to consider who will carry out staff appraisals.
HR 10/24	HR Contract To review the provision of HR advice as the contract with Peninsula has ended and to make a recommendation to Full Council, in respect of future provision.
HR 11/24	Draft Capability Procedure To agree a Capability procedure for the Council.
HR 12/24	Exclusion of the Public 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 Item HR 13/24 (Appointment of Staff) due to the confidential nature of the business to be transacted. The agenda item contains personal information about a particular individual, of which publication could potentially constitute a data protection breach.
HR 13/24	Appointment of Staff To consider a way forward for the appointment of staff.