

Dear Residents

**HUMAN RESOURCES COMMITTEE**  
**on MONDAY 17 JUNE 2019 at 7.00pm**  
**to be held in Room 2, MK Snap Building, 20 Bourton Low, Walnut Tree, MK7 7DE**

***LESUNG***

Lesley Sung

Council Manager

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**AGENDA**

**1. ELECTION OF CHAIR**

To elect a Chair of the HR Committee for 2019/2020.

**2. APPOINTMENT OF VICE-CHAIRMAN**

To appoint a Vice-Chair of the HR Committee for 2019/2020.

**3. APOLOGIES FOR ABSENCE**

**4. MINUTES**

To approve the minutes of the ordinary meeting of the HR Committee held on 18 March 2019.

**5. DECLARATIONS OF INTEREST**

To declare any interests in any of the items on the agenda.

**6. PENSIONS**

The Committee to accept the increased pension costs as a result in changes to the minimum pension contributions for both staff and employers.

**7. TRAINING PLAN**

To review the current staff training plan.

**8. STUDY LEAVE**

To approve the requested study-leave for the Council Manager

**9. REVIEW OF STAFF POLICIES**

To consider a timetable for the review of all the Council's existing staff policies:

- Staff Induction Policy
- Sickness and Absence Policy
- Grievance Policy
- Disciplinary Policy
- Health & Safety
- Display Screen Equipment (DSE) Policy

- Lone Worker Policy
- Working from Height Policy

**9. CONFIDENTIAL ITEMS**

To resolve to exclude members of the press and public to consider Agenda Items 10 and 11 as discussion will include information about employees and their performance.

**10. STAFFING MATTERS**

- (a) To approve the end of the probationary period of a member of staff.
- (b) To consider the option of offering a temporary member of staff a permanent position, subject to a negotiated salary and hours.

**12. STAFF SICKNESS RECORD**

To review the Council's staff sickness record