

**INVITATION TO ATTEND AN  
HR COMMITTEE MEETING**

**Dear Residents,**

**You are invited to attend a meeting of**

**HUMAN RESOURCES COMMITTEE  
on MONDAY 28 FEBRUARY 2022 at 7.00pm  
to be held in Room 2, MK Snap Building, 20 Bourton Low, Walnut Tree, MK7 7DE**

Signed:

*Lesley Sung*

Council Manager

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**LARGE PRINT OR HYPERLEGIBLE COPIES OF THE AGENDA ARE  
AVAILABLE ON REQUEST**

**AGENDA**

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST**  
To declare any interests in any of the items on the agenda.
- 3. MINUTES**  
To approve the minutes of ordinary meetings of the HR Committee held on 18 January 2021 and 5 May 2021; the Extra-Ordinary Meeting held on 18 October 2021 and the Ordinary Meeting held on 29 November 2021.
- 4. STAFFING STRUCTURE AND PROPOSED CHANGES:**
  - (a) Current Staff Structure** - To discuss a change to staff job titles
  - (b) Business Plan for the appointment of a Facilities / Community Warden** – To receive and discuss a business plan to appoint a member of staff for the role of Facilities / Community Warden.
- 5. DRAFT SOCIAL MEDIA POLICY**  
To recommend to Full Council the adoption of a Social Media Policy and any amendments suggested by Committees.
- 6. SICKNESS AND ABSENCE POLICY**  
To recommend to Full Council a change to the Policy.
- 7. HR COMMITTEE BUDGET**  
To review the HR budget for 2021/2022.

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### 8. CONFIDENTIAL ITEMS

To resolve to exclude members of the press and public to consider Agenda Items 9 (Grievance Appeal), 10 (Appointment to the Vacant Post of Facilities / Community Warden), 11 (Payment of Enhancements), 12 (Staffing Report) and 13 (Appraisals).

### 9. GRIEVANCE APPEAL

To receive details and outcomes of an appeal made in relation to the outcome of a grievance and the actions taken since the meeting.

### 10. APPOINTMENT TO THE VACANT POST OF FACILITIES / COMMUNITY WARDEN

(a) **Business Plan Costs** - Subject to the resolutions made in respect of Agenda Item 4(b), the Committee to consider the cost of implementing the business plan for the appointment of a Facilities/Community Warden.

(b) **Appointment to Post** – To appoint to the post of Facilities / Community Warden and to set salary.

### 11. PAYMENT OF ENHANCEMENTS

To consider a report on the payment of enhancements in addition to salary.

### 12. STAFFING REPORT

To receive a general staffing report, including matters relating to annual leave and sickness levels in 2021/2022.

### 13. APPRAISALS

To consider a change to the appraisal schedule.