



Bletchley and Fenny Stratford Town Council

To: **The Chair and Members of the Human Resources Committee of Bletchley and Fenny Stratford Town Council**

You are hereby summoned to attend a meeting of the Human Resources Committee to be held on Tuesday 13 February 2018 at 74-76 Queensway, Bletchley at 6.30pm to transact the items of business set out in the agenda below

Delia Shephard
Clerk to Bletchley and Fenny Stratford Town Council
7 February 2018

AGENDA

- 1 **Apologies for Absence**
To note apologies for absence
- 2 **Declarations of Interests**
To note members' declarations of interest in matters on the agenda
- 3 **Minutes of Previous Meeting**
To approve the minutes of the meeting held on Tuesday 11 January 2018 on as a correct record of proceedings
- 4 ***Employee Structure**
To discuss current and future staff structure including details of job descriptions, person specifications and recruitment procedures for new posts to be recommended to full council and to consider the implication of these changes for the existing structure and employee team
- 5 ***Town Clerk's Report**
To receive a report from the Town Clerk on current workloads and matters affecting individual employees

Members of the public and representatives of the media are welcome to attend but are warned that items marked with an asterisk(*) **may** involve discussion of confidential information and the council **may** resolve to exclude members of the public and press if this is deemed to be in the public interest