



# 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 10 April at 74-76 Queensway, Bletchley commencing at 6.30pm to transact the items of business set out in the agenda below

A handwritten signature in black ink that reads 'Delia Shephard'.

Delia Shephard  
Clerk to Bletchley and Fenny Stratford Town Council  
4 April 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 Thursday 13 March 2018 on as a correct record of proceedings
- 4 **Job Evaluation Scheme**  
To consider a proposed job evaluation scheme and salary range for adoption by full council
- 5 **Temporary Staff**  
To discuss recruitment of temporary staff until such times as new permanent staff are recruited and to agree job descriptions, terms and conditions
- 6 **Permanent Staff**  
To agree recruitment arrangements for new permanent staff
- 7 **\* Staff matters**  
To note a confidential report from the Clerk on matters concerning individual members of staff and matters relating to workload and day to day management including plans and arrangements for GDPR compliance

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