



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 an extraordinary meeting of the Human Resources Committee to be held on Thursday 3 May 2018 at 74-76 Queensway, Bletchley commencing at 5 pm to transact the items of business set out in the agenda below

Delia Shephard
Clerk to Bletchley and Fenny Stratford Town Council
27 April 2018

A G E N D A

- 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 10 April 2018 on as a correct record of proceedings
- 4 **Job Evaluations**
To note job evaluations completed as part of new HR structure
- 5 **Salary Scales**
To note JNC agreed national salary scales for 2018/19 and 2019/20
- 6 *** Staff matters**
 - i To receive a confidential report from the Clerk on matters concerning individual members of staff
 - ii To receive a progress report on completion of performance appraisals for employees
 - iii To make arrangements for 2018/19 performance appraisal of Town Clerk
 - iv To receive a confidential report on a matter concerning a former employee of the council

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