



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 Tuesday 12 June 2018 at Bletchley Library, Westfield Rd, Bletchley, Milton Keynes MK2 2RA commencing at 6.30 pm to transact the items of business set out in the agenda below

Delia Shephard
Clerk to Bletchley and Fenny Stratford Town Council
6 June 2018

A G E N D A

- 1 To elect a chairman of the committee
- 2 To note apologies for absence
- 3 To note members' declarations of interest in matters on the agenda
- 4 To approve the minutes of the meeting held on Thursday 3 May 2018 on as a correct record of proceedings
- 5 To receive a briefing from the clerk on the work of the HR Committee
- 6 To receive a report on health and safety at work
- 7 To receive a report on progress with completion of performance appraisals for employees
- 8 To receive a report on progress with recruitment and selection of new members of staff and to make any necessary arrangements following decisions made at full council on 5 June 2018
- 9 To review and approved revised employment contract to be issued to all existing employees
- 10 To review and approve revised employee handbook to be issued to all existing employees (non-contractual)
- 11 To review and approve a revised employee reference policy
- 12 **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