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## Bletchley and Fenny Stratford Town Council

There will be a meeting of the Human Resources Sub Committee on Tuesday, 28th January, 2020 at Town Council Office, Bletchley Library, Bletchley, MK2 2RA commencing at 6.30 pm to transact the items of business set out in the agenda below.

Delia Shephard  
Clerk to the Council  
Monday, 20 January 2020

### AGENDA

1. To note Members' apologies for absence
2. To note Members' declarations of interest in matters on the agenda  
(Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act Members are required to declare any disclosable pecuniary interests which they may have in any of the items under consideration at this meeting)
3. To approve the minutes of the last meeting of the sub-committee (Pages 1 - 2)
4. To receive a confidential report from the Town Clerk on matters affecting day to day management of the Town Council (To Follow)
5. To make arrangements for the undertaking of the Town Clerk's annual formal performance appraisal

*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*

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## Bletchley and Fenny Stratford Town Council

**Minutes of a meeting of the Human Resources Sub Committee of Bletchley and Fenny Stratford Town Council held at Town Council Office, Bletchley Library, Bletchley, MK2 2RA on Tuesday, 12th November, 2019 commencing at 6.30 pm**

**Present:** Cllrs E Hume, E Kelly-Wilson and A Kennedy

**Absent:**

**Apologies:**

**In attendance:** Delia Shephard (Town Clerk)

### Min Ref

- HRS19/20-1 Election of Chairman**  
It was RESOLVED to elect Cllr Kelly-Wilson as Chair of the Committee.
- HRS19/20-2 Members' apologies for absence**  
All Members of the sub-committee were present.
- HRS19/20-3 Members' declarations of interest in matters on the agenda**  
No declarations of interests were made.
- HRS19/20-4 Minutes of the last meeting of the sub-committee**  
It was RESOLVED to approve the minutes of the last meeting of the sub-committee held on 12 February 2019.
- HRS19/20-5 Future meetings**  
It was RESOLVED to note that the meetings scheduled to go ahead on 11 June 2019 and 13 August 2019 could not proceed for lack of a quorum, the meeting scheduled for 8 October 2019 had been rescheduled. It was RESOLVED to hold future meetings on the following dates at 6.30 pm.
- Tuesday 7 January 2020 18.30
  - Tuesday 11 February 2020 at 18.30
  - Tuesday 14 April 2020 at 18.30
- HRS19/20-6 Recent article on MK Citizen Website**  
It was RESOLVED that members of the public be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted which concerned individual employees.
- The clerk left the meeting whilst members engaged in a confidential discussion matters arising following publication of a recent article on MK Citizen's website.
- The clerk returned to the meeting.
- It was RESOLVED that no further action with regard to the clerk's involvement with the article would be taken and that in future before information was given on sensitive matters over the phone where the named person was personally unknown to the clerk the call would be returned and credentials checked before any information was disclosed.
- It was RESOLVED that the Chair of the HR Sub-committee would write to specified councillors about recent correspondence.



## Bletchley and Fenny Stratford Town Council

HRS19/20-8

### **Confidential Clerk's report**

A confidential report from the Clerk giving an update on current workloads and priorities was discussed.

Members discussed the council's financial management and the clerk reported on the progress which had been made with the support of the Support Services Manager in particular and which had been validated by the recent internal audit. Increased transactions for Newton Leys Pavilion had added to the workload but the current staff team were managing this and other workload challenges through additional hours and prioritising key issues. Members and the clerk noted the changes which strengthening the employee management team of the council had brought. Ongoing recruitment was mentioned but this was to be the subject of a detailed report at the next HR Committee. The forthcoming Christmas event was discussed in some detail as were internal issues pertaining to delivery of a summer event in 2020.

It was RESOLVED to put the matter of a Summer event in 2020 back to Full Council in December 2019.

The meeting closed at 7.30 pm