



Bletchley and Fenny Stratford Town Council

Minutes of a meeting of the Human Resources Committee of the Council held at 74-76 Queensway, Bletchley commencing at 6.30 pm on Thursday 15 February 2018

Present: Cllrs Angela Kennedy (Chair), Richard Graham, Ethaniel Kelly-Wilson, Michael McDonald

Absent: Cllrs Keith Ely

In attendance: Delia Shephard, Town Clerk

Min ref

HRCOM/
2017/18-82

Apologies for Absence

Apologies had been received from Cllrs Ely

HRCOM/
2017/18-83

Declarations of Interests

No declarations of interests were made.

HRCOM
2017/18-84

Minutes

It was **RESOLVED** to approve the minutes of meeting held on 11 January 2018 December 2018 as a correct record of proceedings.

HRCOM/2017/
18-85

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.

HRCOM/2017/
18-86

Employee Structure

A confidential draft report for full council including details of rationale for changes to the existing HR structure based on the work of the committee had been circulated before the meeting. The confidential report included job descriptions, person specifications and recruitment procedures, financial implications and consultation matters and these and other aspects of the report was discussed in some detail. The role of a dedicated community development worker was discussed in some detail but it was agreed that this role needed further consideration and more information about the priorities of the council following the outcome of the Vision and Strategy work and so would not be included in the core staff structure. Members discussed the implications for existing members of staff if the changes to the HR structure were phased. It was **RESOLVED** to make a number of amendments to the draft report and to circulate the amended report to all members on Friday 16 February 2018 for consideration on Tuesday 20 February with a recommendation to phase the staff restructure by introducing three new posts in the first phase. Finally processes for evaluation of the posts within the structure were further explored.

HRCOM/2017/
18-87

Town Clerk's Report

The clerk gave a short and confidential oral report on current workloads and specific matters affecting individual employees. These issues were discussed but not decisions were made as a consequence of the report or the discussion.

The Chairman closed the meeting at 7.55 pm

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Chairman
Approved 13 March 2018



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