



Bletchley and Fenny Stratford Town Council

Minutes of a meeting of the Human Resources Committee of the Council held at Bletchley Library, Westfield Road commencing at 6.30 pm on Tuesday 15 January 2019

Present: Cllrs Sam Browne, Keith Ely, Ed Hume and Michael McDonald

Absent: Cllrs Richard Graham, Ethaniel Kelly-Wilson (Chair), Mohammed Rohim and Shirley Rolfe

In attendance: Delia Shephard, Town Clerk

Min ref

HRCOM/2018/19-51 In the absence of the Cllr Kelly Wilson it was **RESOLVED** that Cllr Hume would take the chair for the meeting.

Apologies for absence had been received from Cllrs Richard Graham, Ethaniel Kelly-Wilson and Shirley Rolfe

Apologies for absence had not been received from Cllr Rohim.

HRCOM/2018/19-52 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. There were no declarations of interests made by any councillor present.

HRCOM/2018/19-53 It was **RESOLVED** to approve the minutes of the meeting of the HR Committee held on 13 November 2018 as a correct record of proceedings.

HRCOM/2018/19-54 It was **RESOLVED** to note a report on progress with registration for accreditation of BFSTC as a Real Living Wage employer. Following discussions the clerk confirmed that a further report would be provided at the meeting scheduled for 12 March 2019.

HRCOM/2018/19-55 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/2018/19-56 A confidential report on health and safety at work since 13 November 2018 was provided. Members noted there had been no recorded accidents at work during this period and the actions taken were discussed. A health and safety risk assessment had been undertaken at Newton Leys Pavilion and an action plan was being followed to ensure that the site was fully compliant with relevant legislation and good practice.

HRCOM/2018/19-57 A report from the HR Sub-committee was not available as the committee had not met since the last HR Committee meeting. The clerk noted there had been some difficulties in finding a mutually convenient time for members to meet and for the clerk's annual performance appraisal to be conducted which was now overdue. The sub-committee was next due to meet on 12 February 2019.

HRCOM/2018/19-58 It was **RESOLVED to recommend** to the sub-committee that the clerk's performance appraisal be completed as a matter of urgency.



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A confidential report from the management team on future development of the Town Councils staff structure and human resources needs had been circulated before the meeting and was introduced by the clerk. The issues highlighted in the report were discussed.

HRCOM/
2018/19-
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Following discussion it was **RESOLVED to recommend** to Full Council that its policy on future use of the Spotlight Resource hub should be determined as a matter of urgency so as to enable the HR committee to determine appropriate future staffing. As part of this recommendation the committee proposed that

- i consideration should be giving to providing free use of the premises to MK Council where services can be provided which are to the benefit of the parish (the Town Council would carry this cost to assist the principal authority and as a service to the community)
- ii the future use of the computer suite should be considered

HRCOM/
2018/19-
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It was **RESOLVED to recommend** to Full Council that it should complete its review of IT infrastructure, hardware and software and capacity for agile working across all council sites as a matter of urgency so as to enable the HR Committee to properly determine appropriate future staffing and to complete the HR restructure.

HRCOM/
2018/19-
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It was **RESOLVED** to instruct the clerk to develop a job description and person specification for a part-time accounting technician for consideration at the next meeting on 12 March 2019 and to continue to develop proposals for completion of the HR restructure including strengthening of the community engagement work of the Town Council. This work would also be reviewed on 12 March 2019.

The meeting was closed at 7.40 pm