



Bletchley and Fenny Stratford Town Council

Minutes of a meeting of the Human Resources Sub-committee of the Council held at 76-78 Queensway, Bletchley commencing at 6.30 pm on Thursday 30 August 2018

Present: Cllrs Richard Graham, Ethaniel Kelly-Wilson and Angela Kennedy

Absent:

In attendance: Delia Shephard, Town Clerk

Min ref

HRSC/2018 **Election of Chairman**

/19-01 It was **RESOLVED** to elect Cllr Kennedy as Chair of the sub-committee

HRSC/2018 **Apologies for Absence**

/19-02 None

HRSC/2018 **Declarations of Interest**

/19-03 *(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)*

No declarations were made.

HRSC/2018 **Dates and Future Arrangements**

/19-04 Following discussions about the unacceptable delay in successfully convening a meeting of the sub-committee since the annual meeting it was **RESOLVED** that future HR Sub-committee meetings would be held every two months on the alternate month to the HR Committee. It was **RESOLVED to recommend** to the HR Committee that the membership of the committee should be expanded to include the Chair of the Finance and Planning Committee so as to enable issues concerning that committee to be represented and so as to ensure that a quorum (three) could be achieved more easily.

HRSC/2018 **Issues affecting the Clerk's Performance and Management of the Staff Team**

/19-04 The clerk provided a confidential oral report and members engaged in confidential discussions about the following issues in so far as they affected clerk performance and management:

- Recruitment programme and current management of performance of the existing employee team
- Development of the strategic plan and forward planning for the council
- Management of current workloads including the following large projects, Newton Leys Allotments, Newton Leys Pavilion, premises move, IT changes, Christmas event, devolution of landscaping, Fenny Chapel, future development of Spotlight, Fenny chapel renovation, reform of BFSTC SOPs and data retention and filing systems
- Impact of councillor issues
- George Street Community Centre

HRSC/2018 **Annual performance appraisal of the Town Clerk**

/19-04 It was **RESOLVED** that this work would be undertaken as agreed by Cllrs Kennedy and Graham and the appraisal meetings would take place in October.

HRSC/2018 **Confidential matter concerning the Town Council's duty of care as an employer**

/19-04 The Town Clerk raised a confidential ongoing matter concerning the Town Council's duty of care towards its employees and identified ways in which the Town Council could be at risk if it failed to act to address the issues raised as well as outlining the current and potential future personal impact of the matter being discussed. Confidential discussion followed during which



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and methods of resolution were explored and it was **RESOLVED** that the Chairman would report back to the HR Committee with a proposed course of action once further work had been undertaken.