



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, 28th January, 2020 commencing at 6.30 pm

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

Absent: None

Apologies: None

In attendance: Delia Shephard (Town Clerk)

Min Ref

- HRS19/8 **Members' apologies for absence**
There were no apologies for absence.
- HRS19/9 **Members' declarations of interest in matters on the agenda**
There were no declarations of interest.
- HRS19/10 **Minutes of the previous meeting of the sub-committee**
It was RESOLVED to approve the minutes of the meeting of the Human Resources Sub-Committee held on 12 November 2019 as an accurate record of proceedings.
- HRS19/11 **Exclusion of public and press**
It was RESOLVED that members of the public and press 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.
- HRS19/12 **Confidential Clerk's Report**
A confidential written report from the Clerk on matters affecting day to day management of the Town Council had been circulated in advance of the meeting and was discussed. The report included updates on the Clerk's ongoing and new project workload and that of the employee team. Specific pieces of work and the challenges they presented were discussed in some detail.

The Clerk also reported on issues affecting employee performance including Town Councillor conduct, meeting schedule and workload and relationships with Milton Keynes Council. It was agreed that the Town Clerk would seek further advice from the Monitoring Officer at Milton Keynes Council on a confidential matter.
- HRS19/13 **Town Clerk's annual formal performance appraisal**
Discussion on the process currently in use for the Town Clerk's annual performance appraisal took place. The Clerk had proposed that the Town Council's appraisal scheme should be reviewed for 2020-21 and this was due to be discussed at the meeting of the Human Resources Committee due to take place later on 28 January 2020.

It was RESOLVED that Cllrs Hume and Kelly-Wilson would be responsible for undertaking the Clerk's performance appraisal for 2019-20 using the current adopted appraisal scheme and arrangements for appraisal meetings would be made by the Clerk following the meeting of the sub-committee.



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The meeting closed at 7.42 pm

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