



PERSONNEL COMMITTEE

19 December 2023 at 6.30pm

at the Town Hall,

Sheep Street, Stratford-upon-Avon, CV37 6EF

Members of the Personnel Committee are hereby summoned to this meeting.

(namely, Councillors Alcock, Dowling, Duck, I Fradgley, Hunter, McNaught Barrow)

Recording of meetings by Press and the Public

Recording, filming and photography at meetings of the Council, which members of the public can attend is allowed as long as proceedings at the meeting are not disrupted. Recording is not allowed when the meeting has agreed to formally exclude the press and public due to the nature of business discussed. To minimise disturbance to others attending the meeting please switch your phone or other mobile device to silent mode. Unless agreed otherwise in advance, recording and reporting must take place from the public seating area and should be overt and focused on those speaking at the meeting, not other members of the public.

A G E N D A

- 1. To Accept Apologies for Absence**
- 2. Declarations of Interests** (on items on the Agenda)
- 3. To receive written requests for dispensation**
- 4. Public Participation** on matters under which the Council has control or is a consultative body (subject to a time limit of 15 minutes, 3 minutes per speaker).

5. To Approve open Minutes of the Personnel Committee held on 27 June 2023

[27 June 2023](#)

6. Town Clerk's Open and Confidential Report

- 6.1 Budget 2024/25
- 6.2 Review of Job Description – Finance & Facilities Clerk
- 6.3 Employee Assistance Programme
- 6.4 Annual Appraisals

Confidential items for members of the Committee only

- 6.5 Staffing levels
- 6.6 Review of leave entitlements, sickness management, statutory entitlements, special leave, and TOIL

7. Appointment to the Environmental Strategy Panel

The Personnel Committee to appoint one member from amongst their number to act as the liaison between the Committee and the Environmental Strategy Panel (ESP) and will provide feedback to the ESP Clerk on any environmental issues discussed by the Personnel Committee.

8. Town Clerk's Verbal Report – for information only

9. Date and time of Next Meeting

13 February 2024 at 6.30pm



Caroline Nash
Town Clerk