

STRATFORD-UPON-AVON TOWN COUNCIL

Personnel Committee

19 December 2023

Meeting commenced: 6.30pm Meeting ended 7.35pm

Minutes

Present:
Councillors:

Alcock
Dowling
I Fradgley

Hunter
McNaught Barrow

Clerk: Town Clerk
Press: None
Public: None

14) Apologies

Apologies were received from Councillor Duck and accepted for the reason given.

15) Declarations of Interest

There were no declarations of interest.

16) To receive written requests for dispensation for disclosable pecuniary interests

There were no written requests for dispensation.

17) Public Participation

There were no members of the public present

18) Minutes of the Personnel Committee Meeting held on 7 March 2023

It was Proposed, Seconded and

RESOLVED: That the Minutes of the Personnel Committee held on 27 June 2023 be approved as a correct record.

19) Review of Personnel Budget

Due to the cancellation of the October meeting the proposed budget for 2024/25 had been circulated electronically to members of this Committee. No responses had been received. Accordingly, the Committee was asked to re-look and to see if any savings could be identified.

Following consideration of the limited number of items which fell within the budget for the Committee, no savings could be readily identified.

20) Review of Job Description – Finance and Facilities Officer

The Job Description of the Finance and Facilities Officer, subject to the reference to Deputy Town Clerk being replaced with Responsible Financial Officers, was unanimously recommended for approval and adoption.

RESOLVED: That the Job Description of the Finance and Facilities Officer, subject to the above amendments be approved.

21) Employee Assistance Programme

Members were reminded of the scheme that the Town Council were subscribed to. Members acknowledged the benefits of the scheme on offer and considered it a valuable subscription for Councillors and Officers. The Town Clerk undertook to do regular reminders of the services on offer.

RESOLVED: That the update be noted.

22) Annual Appraisals

All staff appraisals had been completed and it was noted that this was a useful mechanism to identify any training requirements.

RESOLVED: That the report be noted.

23) Appointment to the Environmental Strategy Panel

The Committee noted that Councillor Duck was currently serving on this Panel and could provide feedback to this Committee, if required.

24) Town Clerks Verbal Update

The Town Clerk reported that the Town Council's Housekeeper and Events Supervisor had handed her letter of resignation in, with a view to retiring in January 2024. This was discussed further in the confidential session, minuted below.

In view of the confidential nature of the business to be transacted, the Chairman proposed and it was AGREED to move the meeting into Confidential Session. The minutes, in part, relating to the outcome of the business transacted are open and recorded below.

25) Staffing Levels

Consideration was given a report on staffing levels at the Town Hall, which now included the retirement of a postholder (see verbal update above).

26) Review of leave entitlements, sickness management, statutory entitlements, special leave and TOIL

The report was noted.

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Chairman