

STRATFORD-UPON-AVON TOWN COUNCIL

Personnel Committee

7 March 2023

Minutes

Present:
Councillors:

Alcock	How
Dowling	Mackenzie
I Fradgley	Voz

Clerk: Town Clerk
Press: None
Public: None

56) Apologies

Apologies were received from Councillor Warren-Howles and accepted for the reason given.

57) Declarations of Interest

There were no declarations of interest.

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

There were no written requests for dispensation.

59) To grant any requests for dispensation as appropriate

There were no requests.

60) Public Participation

There were no members of the public present.

61) **Minutes of the Personnel Committee Meeting held on 6 December 2022**

It was Proposed, Seconded and

RESOLVED: That the Minutes of the Personnel Committee Meeting held on 6 December 2022 be approved as a correct record.

62) **Terms of Reference**

Having reviewed the current document, subject to the deletion of the reference to virtual meetings, it was

RESOLVED: That the Terms of Reference be approved.

63) **Staffing levels**

The Committee was content to learn that current staffing levels were adequate. There was a question raised about whether there was a requirement to have a deputy in place for periods when the Town Clerk was on annual leave or unavailable. The Town Clerk undertook to investigate and report back to the next Committee.

51) **Review of Job Descriptions – Admin Officer and Assistant to Town Clerk**

The Job Description of the Admin Officer and Assistant to the Town Clerk was unanimously recommended for approval and adoption without amendment.

52) **Review of Leave**

The report was noted.

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.

53) **Appointment of Council's Chaplain**

Members had no objection and welcomed the re-appointment of Revd Dr Paul Edmondson as the Council's Chaplain for 2023/24 and looked forward to his contemplative input.

RESOLVED: That Revd Dr Paul Edmondson be appointed as Council Chaplain for 2023/24.

54) **Sickness and TOIL**

The report was noted.

55) **Request for Part-Time Working**

Further to the previous meeting a report was submitted on the arrangement to be put in place to fulfil a request for part-time working.

Exempt Minute – for members of the Council only

56) **Holiday Pay/Entitlement**

Exempt Minute – for members of the Council only

Date of next meeting

Tuesday 27 June 2023 at 6:30pm at the Town Hall.

The Chairman declared the meeting closed at 5.56 pm