



STRATFORD-UPON-AVON TOWN COUNCIL

PERSONNEL COMMITTEE

8 October 2024

Meeting commenced: 6.30pm Meeting ended: 8.27pm

Minutes

Present
Councillors:

Alcock (Chair)
Cleeve

Coles
Hunter

Clerk: Town Clerk
Press: None
Public: None

16 Apologies

Apologies were received from Councillor I Fradgley and Councillor Duck and accepted for the reasons given.

17 Declarations of Interest

There were no declarations of interest.

18 To receive written requests for dispensation for disclosable pecuniary interests

There were no written requests for dispensation.

19 Public Participation

There were no members of the public present.

20 **To approve the draft Minutes of the meeting held on 25 June 2024**

It was Proposed, Seconded and

RESOLVED: That the Minutes of the Personnel Committee held on 25 June 2024 be approved as a correct record.

Town Clerk's Report

21 **2025/26 Budget Requirement and Designated Reserve Requirement**

Councillors were requested to assess their requirements for the budget as part of the budget-setting process for 2025/26. It was agreed that, since the staffing structure would be reviewed and addressed later in the meeting then consideration should be deferred until then.

Accordingly, in considering the later report, Councillors had considered an initial proposal that a Project Officer role be established for the benefit of the Council, to undertake responsibilities such as grant applications, climate change initiatives, specific projects or an event and health and safety aspects. The Town Clerk highlighted, that due to current workload, officers had been unable to pursue some opportunities. There were also a number of projects which could be addressed by an additional office in such a post. By filling this gap, the Council would be in a stronger position to proactively secure funding, implement climate initiatives, and execute essential projects that are currently being sidelined

The possibility of including these duties in line with other vacant posts at the Council was to be considered by the Town Clerk and Chair.

RECOMMENDED: That the budget for 2025/26 be noted and that Finance and Audit Committee be requested to strongly consider the inclusion of a Project Officer post within the staffing establishment of the Town Council.

This would require the inclusion of an additional 5 hour post to the establishment.

22 Terms of Reference

Following a review of the Terms of Reference, it was suggested that the frequency of meetings be amended to specify that the Committee will be timetabled for six times a year, rather than stating a minimum of six times, as there had been occasions when a meeting had not taken place due to lack of business.

Additionally, it was recommended that the quorum for meetings be reduced to three members, given the current smaller size of the Committee.

Reference to the appointment of a member of the Committee to the Environmental Strategy Panel was deleted, as responsibility now fell with the Community Services and Environment Committee.

RESOLVED: That the revised Terms of Reference of the Personnel Committee be approved.

23 Sexual and General Harassment Policy & Procedure

From October 2024 new legislation (s40A Equality Act 2010) placed greater responsibilities and legal requirements on all Employers, to take proactive steps to prevent sexual harassment at work. The Town Clerk was shortly to attend a training course from Personnel Advice and Solutions Ltd to be fully briefed.

Councillors considered a policy which had been based on one formulated by Warwickshire Association of Local

Councils and following some points of clarification which were required and would be taken up at the training session, it was

RECOMMENDED: That the Sexual and General Harassment Policy & Procedure be adopted.

24 **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 relating to these exempt items are recorded below.**

25 **Staffing Structure and Considerations**

(exempt Minute for members of the Committee only)

RESOLVED: That the update be noted.

26 **Review of Job Descriptions**

Following a minor amendment to the Job Description of the Town Hall & Cemetery Coordinator it was unanimously recommended for approval and adoption.

RESOLVED: That the Job Description of the Town Hall & Cemetery Coordinator to the Town Clerk be approved.

27 **Review of leave entitlements, sickness management, statutory entitlements, special leave, and TOIL**

A report on the level of absence was considered.

RESOLVED: That the update be noted.

28 **Payment of Holiday Pay**

Consideration was given to the report.

RESOLVED: That the content of the report be noted and actioned.

29 **Town Clerk – Holiday cover/sickness cover**

The report was reviewed, and Councillors requested that the Town Clerk investigate the practices of comparable Councils that do not employ a Deputy Town Clerk.

RESOLVED: That further investigation be undertaken.

Chairman: