



PERSONNEL COMMITTEE

7 May 2024 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, 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 19 December 2023.

[19 December 2023](#)

Confidential Minute to Members of the Committee only

6. Town Clerk's Open and Confidential Report

6.1 Changes to Employment Legislation
To note the changes to legislation

6.2 Sickness Absence Policy
To consider a revised policy

6.3 Annual Leave Policy
To consider a revised policy

Confidential items for members of the Committee only

6.4 Review of Town Clerk's Job Description and Admin Officer and PA to Town Clerk Job Description

6.5 Staffing levels and update on recruitment of the Housekeeper post

6.6 Review of leave entitlements, sickness management, statutory entitlements, special leave, and TOIL

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

8. Date and time of Next Meeting

25 June 2024 at 6.30pm

C E NASH

Caroline Nash
Town Clerk