



STRATFORD-UPON-AVON TOWN COUNCIL

PERSONNEL COMMITTEE

7 May 2024

Meeting commenced: 6.30pm Meeting ended: 7.06pm

Minutes

Present
Councillors:

Alcock
Duck
I Fradgley

Hunter
McNaught Barrow

Clerk: Town Clerk
Press: None
Public: None

28) Apologies

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

29) Declarations of Interest

There were no declarations of interest.

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

There were no written requests for dispensation.

31) Public Participation

There were no members of the public present.

32) To approve the draft open and confidential Minutes of the

Personnel Committee
7 May 2024

meeting held on 19 December 2023

It was Proposed, Seconded and

RESOLVED: That the Minutes of the Personnel Committee held on 19 December 2023 be approved as a correct record.

33) Town Clerk's Report

Changes to Employment Legislation

New legislation came into force from April 2024, Employment Relations (Flexible Working) Act 2023 which saw the introduction of several new employment rights for employees, and these were outlined to the Committee. The report also highlighted the impending changes to those employed on zero hour / fixed term contracts.

During the meeting, Council members reviewed the protocol for addressing any inquiries which maybe received from officers. It was agreed that the Town Clerk would initially evaluate the situation and consult with the Chair of the Personnel Committee, as needed.

RESOLVED: That the update be noted.

34) Sickness Absence Policy

A revised policy was presented to the Committee for their review. The policy was based on the National Association of Local Council's template and a copy had been circulated to officers in advance of the meeting.

Following consideration, it was

RECOMMENDED: That the Sickness Absence Policy be adopted.

35) **Annual Leave Policy**

A revised policy was presented to the Committee for their review. The policy was based on the National Association of Local Council’s template and a copy had been circulated to officers for their consideration in advance of the meeting.

Following consideration, it was

RECOMMENDED: That the Annual Leave Policy be adopted.

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.

36) **Staffing Levels**

An update was given on the current working arrangements which were in place at the Town Hall following the retirement of the Town Hall Housekeeper. Members noted the arrangements to date ahead of the planned 6 month review.

RESOLVED: That the update be noted.

37) **Review of Job Descriptions**

The Job Description of the Town Clerk and Admin Officer & PA to the Town Clerk was unanimously recommended for approval and adoption.

RESOLVED: That the Job Descriptions of the Town Clerk and Admin Officer & PA to the Town Clerk be approved.

38) **Absence**

A report on the level of absence was considered.

RESOLVED: That the update be noted.

Chairman: