

STRATFORD-UPON-AVON TOWN COUNCIL

PERSONNEL COMMITTEE

8 October 2024

Town Clerk's Open Report

1) 2025/26 Budget Requirement and Designated Reserve Requirement

- **To consider and recommend budget and reserve requirement**

Within the Terms of Reference of the Personnel Committee, at the October meeting, Councillors are requested to consider its recommended budget and its designated reserve requirement and advise the Finance & Audit Committee accordingly.

As we are facing a challenging staffing time, it is difficult to predict what the requirement will be, but the Committee should take account of retaining a robust training budget for the staff and members, as well as funding for the annual pay award 2025 which will be due in April, 2025. At this stage, there is no indication from the SLCC or NALC what the likely pay increase would be and we are still awaiting the outcome for the 2024 settlement.

For reference, the Personnel Committee's year end Management Accounts for 2023/2024 is attached (**Appendix A**) and the latest Management Accounts (**Appendix B**). In considering this Committee's recommendation for budget it is desirable to return to a balanced budget and any expenditure increases needs to be funded or savings identified.

2) Terms of Reference

- **To consider an annual review of the Committee's Term of Reference (Appendix C)**

A proposed amendment has been made regarding the frequency of meetings, as it may not be necessary to hold a meeting in the absence of relevant business to discuss.

3) Sexual and General Harassment Policy & Procedure

- **To recommend the Policy for adoption. (Appendix D)**

From October 2024 new legislation (s40A Equality Act 2010) places greater responsibilities and legal requirements on all Employers, to take proactive steps to prevent Sexual Harassment at work.

The Council will need to take steps to demonstrate that they are preventing the problem. This doesn't simply mean having an up-to-date Policy and Procedure, but actively taking steps to reduce the risk of harassment. However, the starting point needs to be to ensure that the Organisation's procedures are fit for purpose.

The Town Clerk will attend a training course from Personnel Advice and Solutions Ltd.

Town Clerk
1 October 2024