



PUBLIC NOTICE

PERSONNEL COMMITTEE MEETING Stratford-upon-Avon Town Council Town Hall, Sheep Street, Stratford-upon-Avon CV37 6EF

Notice is hereby given of Stratford-upon-Avon Town Council's Personnel Committee Meeting to be held on **Tuesday 28 July, 2022 at 6:30pm.**

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.

AGENDA

1. **To Elect** the Chairman and Deputy Chairman;
2. **To Accept Apologies for Absence;**
3. **Declarations of Interests** on items on the Agenda;
4. **To receive written requests for dispensation for disclosable pecuniary interests** (if any);
5. **To grant any requests for dispensation** as appropriate;
6. **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);
7. **To Approve Open/Confidential Minutes** of the Personnel Committee Meeting held on 15 March, 2022;

8. **Town Clerk's Open and Confidential Reports:**
Open page 1 Appendices 'A' to 'D' pages 2 - 15
Confidential pages 16 – 18 Appendices 19 -20
- 8.1 To receive and approve the Committee's Terms of Reference;
 - 8.2 To receive and approve Job Descriptions:
 - Event Supervisor and Housekeeper;
 - Civic Officer;
 - Finance and Facilities Officer;
 - 8.3 To undertake a thorough review of the Chaplaincy role;
 - 8.4 To consider the request for part time working as from 2023;
 - 8.4 Town Clerk exit arrangements and settlement;
 - 8.5 To note the report on Sickness Absence and TOIL;
- 9) **Town Clerk's Verbal Report** – for information only;
- 10) **Date of Next Meeting:** Tuesday, 4 October, 2022 at 6:30pm at the Town Hall.



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Sarah Summers
Town Clerk
22 June, 2022