



STRATFORD-UPON-AVON TOWN COUNCIL

PERSONNEL COMMITTEE

6 May 2025

Meeting commenced: 6.30pm Meeting ended: 8.00pm

Minutes

Present
Councillors:

Alcock (Chair)	I Fradgley
Cleeve	Hunter
Coles	

Clerk: Town Clerk
Press: None
Public: None

46 Apologies

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

47 Declarations of Interest

There were no declarations of interest.

48 To receive written requests for dispensation for disclosable pecuniary interests

There were no written requests for dispensation.

49 Public Participation

There were no members of the public present.

50 **To approve the draft Minutes of the meeting held on 11 February 2025**

It was Proposed, Seconded and

RESOLVED That the Minutes of the Personnel Committee held on 11 February 2025 be approved as a correct record.

Town Clerk's Report

51 **Employee Assistance Programme**

Following a review of the Council's current HR support arrangements, three quotations had been obtained from external HR providers. During this process, the Council had been approached by the existing Employee Assistance Programme (EAP) provider, who outlined a newly available 'Peak Performance' package.

The enhanced package offered a broader range of support services, including legal advice, additional counselling sessions, and extended resources available to both staff and Councillors. When considered in conjunction with the HR support offered by the Warwickshire Association of Local Councils (WALC), the new package was found to meet the Council's requirements effectively.

Members noted that the *Peak Performance* package provided a comprehensive and cost-effective solution, representing good value for the modest increase in monthly premium.

RESOLVED That the Council approves the upgrade to the Peak Performance package offered by the existing Employee Assistance Programme provider as the preferred option for ongoing HR support.

52 **Town Council Policies**

Consideration was given to the adoption of updated policies aimed at strengthening the Council's commitment to good governance, staff development, and operational resilience.

The policies cover training and development, induction and probation, driver responsibilities, lone working and IT. Each provided clear guidance to support consistent and compliant practice.

A discussion took place on the importance of Safeguarding training for Councillors and Officers, with the consensus that it should be strongly recommended, if not made mandatory. Similarly, it was agreed that Data Protection training should be promoted as a requirement for Councillors, particularly as Officers were about to undertake an online session.

The Town Clerk agreed to explore available training options.

In addition, there were suggestions for the Driving Policy that would be incorporated into the final version.

Accordingly, it was

RESOLVED That the following policies be approved and adopted:

1. Training and Development
2. Induction and Probation
3. Driver Policy
4. Lone Worker Policy and procedures
5. IT, Cybersecurity and Email Policy

53 **In view of the confidential nature of the business to be transacted, the Chairman proposed, and it was**

RESOLVED: to move the meeting into confidential session.

The Minutes relating to these exempt items are recorded below.

54 **Fire Marshalls**

Members considered a report following a recent fire safety review conducted by Warwickshire Fire Service.

RESOLVED That all staff complete the appropriate Fire Marshal training, with the intention of being qualified to act as Fire Marshals while on duty.

55 **Finance Training**

Members considered a confidential report regarding a training opportunity. As a consequence of the discussion, Councillors asked to review all Office staff job descriptions.

RESOLVED That Members supported the proposed finance training outlined in the report.

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

A report on the level of absence/leave was considered.

RESOLVED That the update be noted.

Chair: