



PERSONNEL COMMITTEE

6 May 2025 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, Cleeve, Coles, Duck, I Fradgley and Hunter)

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 11 February 2025 and exempt Minutes**
(Appendix A and Appendix B Members of the Committee only)
6. **Town Clerk's Open and Confidential Report**
 - 6.1 Employee Assistance Programme/HR Resources
 - 6.2 Training and Development Policy
 - 6.3 Induction and Probation Policy
 - 6.4 Driver Policy
 - 6.5 Lone Worker Policy
 - 6.6 IT Policy

The following confidential items for members of the Committee only

EXCLUSION OF THE PUBLIC AND PRESS

To pass the following resolution:

"The press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s1. sub section 2"

- 6.7 Staffing Report
 - 6.8 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 - 29 July 2025**

C E NASH

Caroline Nash
Town Clerk