

STRATFORD-UPON-AVON TOWN COUNCIL

PERSONNEL COMMITTEE

6 May 2025

Town Clerk's Open Report

1) Employee Assistance Programme

- To consider an enhanced package.

Following a review of the Council's HR support arrangements, three additional quotes were obtained from external HR providers to ensure best value and suitability for our ongoing needs.

During this process the Council was approached by our existing Employee Assistance Provider (EAP), who advised that they now offer a new *Peak Performance* package. This enhanced service closely aligns with the Council's requirements, offering an expanded range of support including legal advice, increased counselling sessions, and additional resources for both staff and Councillors.

When considered alongside the HR support available through the Warwickshire Association of Local Councils (WALC), the *Peak Performance* package is deemed to be a suitable and cost-effective solution. It provides a comprehensive level of support at a relatively modest increase to the current monthly premium and compares very favourably with the alternative quotes received.

It is therefore recommended that the Council proceeds with the upgraded EAP package as the preferred option for HR support going forward.

2) Town Council Policies

- **To approve the Policies**

As part of the Town Council's ongoing commitment to good governance, staff development, and operational resilience, the following policies are proposed for adoption. These documents aim to ensure consistency, compliance, and clarity across key areas of Council activity:

1. Training and Development Package

Establishes a structured approach to professional development, supporting staff in acquiring and maintaining the skills needed to perform effectively.

2. Induction and Probation Package

Provides a clear framework for welcoming new staff, setting expectations, and reviewing performance during the probationary period.

3. Driver Policy

Sets out the responsibilities and requirements for staff and Councillors who drive in the course of their duties. It includes guidance on insurance, licence checks, vehicle safety, and legal compliance to help manage risks and ensure responsible vehicle use.

4. Lone Worker Policy

The policy identifies potential risks associated with lone working and sets out practical measures to minimise these risks. It includes procedures for risk assessment, communication protocols, and emergency response, helping to protect staff wellbeing and ensure a safe working environment.

5. IT Policy

Outlines the acceptable use of Council IT systems, devices, and data. The policy includes guidance on cybersecurity, data protection, password management, remote working, and the use of email and internet services. It aims to safeguard Council

information, ensure business continuity, and promote responsible digital practices.

Town Clerk
25 May 2025