



PERSONNEL COMMITTEE

25 June 2024 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 Appoint a Chairman and Deputy Chairman for the ensuing year 2024/25**
- 2. 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 7 May 2024.**

[Personnel Committee Meeting \(stratford-tc.gov.uk\)](https://www.stratford-tc.gov.uk)

6. **Town Clerk's Open and Confidential Report**

- 6.1 Mental Health Aware
- 6.2 Equality and Diversity Policy
- 6.3 Disciplinary and Grievance Policy

Confidential items for members of the Committee only

- 6.4 Review of Civic Officer Job Description
- 6.5 Staffing levels and update on recruitment of the Housekeeper post
- 6.6 Review of leave entitlements, sickness management, statutory entitlements, special leave, and TOIL
- 6.7 Town Clerks Pay Award

7. **Town Clerk's Verbal Report – for information only**

8. **Date and time of Next Meeting**

6 August 2024 @ 6.30pm

C E NASH

Caroline Nash
Town Clerk