



STRATFORD-UPON-AVON TOWN COUNCIL

PERSONNEL COMMITTEE

25 June 2024

Meeting commenced: 6:45pm Meeting ended: 7:55pm

Minutes

Present
Councillors:

| | |
|--------|--------|
| Cleeve | Duck |
| Coles | Hunter |

Clerk: Town Clerk
Press: None
Public: None

Note: The meeting was not quorate at the start. The meeting officially commenced at 6:45pm once quorum was reached.

Note: Change of order
The order of business was altered to allow items which required a decision to be considered while the meeting remained quorate.

1) Appointment of Chairman and Deputy

Nominations were called for the position of Chairman of the Committee:

Councillor Cleeve Proposed Councillor Alcock* and this was Seconded by Councillor Coles and it was unanimously

RESOLVED: That Councillor Alcock be appointed Chairman of the Personnel Committee for the municipal year 2024/25.

Nominations were called for the appointment of Vice-Chairman. Councillor Hunter Proposed Councillor Cleeve and this was Seconded by Councillor Coles and it was unanimously

RESOLVED: That Councillor Cleeve be appointed Vice-Chairman of the Personnel Committee for the municipal year 2024/25

**Councillor Alcock indicated her willingness to undertake this prior to the meeting,*

In the absence of the Chairman, Councillor Cleeve took the Chair for the remainder of the meeting.

2) **Apologies**

Apologies were received from Councillor Alcock and Councillor I Fradgley and accepted for the reasons given

3) **Declarations of Interests**

Councillor Cleeve disclosed a personal interest in Minute 8

4) **To receive written requests for dispensation for disclosable pecuniary interests**

There were no written requests for dispensation.

5) **Public Participation**

There were no members of the public present.

6) **To approve the draft Minutes of the meeting held on 7 May 2024**

It was Proposed, Seconded and

RESOLVED: That the Minutes of the Personnel Committee held on 7 May 2024 be approved as a correct record.

7) **Minutes 10 and 13 were brought forward from the confidential session and in view of the confidential nature of the business to be transacted, the Chairman proposed, and it was AGREED to move the meeting into confidential session. The Minutes reflect the order of the agenda and not consideration.**

8) **Town Clerk's Report**

Mental Health First Aider

The Council had been approached by a representative of its Employee Assistance team who were currently offering mental health first aid training course for all staff and councillors.

The session offered training on ways to improve mental health awareness and provide participants with crucial skills to identify and support individuals experiencing poor mental health. The proposed course was a two-day training program, which came at a cost to the Council.

Councillor Cleeve [Brookvale First Aid](#), who is trained in providing this course, had generously offered to conduct a complimentary two-hour introductory session for all staff and Councillors. This course would provide an overview and equip attendees with the knowledge, awareness, and skills to recognise signs of poor mental health, initiate conversations, and direct individuals to appropriate support resources. It was noted that after this introductory session, staff and councillors interested in further training can express their interest and further training would be investigated.

Given the importance of promoting mental health well-being for our officers, Councillors, and the broader community, along with Councillor Cleeve's generous offer, it was

RESOLVED: That Officers and Councillors be offered an initial two-hour mental health first aid training session provided by Councillor Cleeve.

Councillor Duck left the meeting at this point. The meeting

was therefore not quorate members remained and the following were noted.

9) **Equality and Diversity**

A revised policy was presented to the Committee for their review. The policy was based on the National Association of Local Council's template and a copy had been circulated to officers in advance of the meeting.

Following consideration, it was

RECOMMENDED: That the Equality and Diversity Policy be adopted.

10) **Disciplinary and Grievance Policy**

A revised policy was presented to the Committee for their review. The policy was based on the National Association of Local Council's template and a copy had been circulated to officers for their consideration in advance of the meeting.

Following consideration, it was

RECOMMENDED: That the Disciplinary and Grievance Policy be adopted.

11) **Staffing Levels**

An update was given on the current working arrangements which were in place at the Town Hall following the retirement of the Town Hall Housekeeper. In view of the meeting not being quorate no decision was taken.

It was therefore

RESOLVED: That the update be noted.

12) **Review of Job Description – Civic Officer**

The Job Description of the Civic Officer was considered and a few observations were made which would be amended and raised with the officer.

Following, discussion it was

RESOLVED: That the Job Description of the Civic Officer, subject to the above amendments being considered, be noted.

13) **Absence**

There has been no absence to report since the last meeting.

RESOLVED: That the update be noted.

14) **Town Clerk's Pay Award**

In the absence of the Chairman, who had undertaken the appraisal with Councillor Rolfe, the Town Clerk undertook to ask Councillor Alcock to confirm with the Personnel Committee members their acceptance of the appraisal, which was required to afford the annual pay rise to the Town Clerk.

RECOMMENDED: That the annual pay award for the Town Clerk be approved.

15) **Town Clerk's Verbal Report – for information only**

Under this item the Town Clerk sought the assurance of the Committee that The Town Council recognised the importance of supporting officers in balancing their professional responsibilities with personal and family needs. It was affirmed that the Council is committed to being understanding and accommodating in times of personal issues or emergencies.

Chairman: