



## **STRATFORD-UPON-AVON TOWN COUNCIL**

### **EXTRAORDINARY TOWN COUNCIL MEETING**

**6 January 2026**

Meeting commenced: 6:30pm Meeting ended: 8.50pm

Present: The Mayor (Councillor Hunter) in the chair  
Councillors:

Albon	Lee
Alcock	MacDonald
Cleeve	McNaught Barrow
Coles	Petrovic
I Fradgley	Smith
J Fradgley	Vos
Harding	

#### **81 Apologies for Absence**

Apologies were received from Councillors Duck, Fojtik, Rashwan and Rolfe and accepted for the reasons given.

#### **82 Declarations of Interest**

Councillors did not disclose any interests. The Town Clerk disclosed a personal interest as Head of Paid Service.

#### **83 To receive written requests for dispensation**

There were no requests for dispensations.

#### **84 Exclusion of the public**

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

## 85 Organisational Review

*The Minute relating to this exempt item is recorded below. Staffing recommendations are kept as confidential.*

The Council noted that the organisational review was initiated following a recommendation from the Council's Internal Auditor and was carried out in early November 2025 by Council HR and Governance Support. The findings were first reported to the Personnel Committee in December 2025.

The review examined the Council's staffing structure in detail, including job descriptions, the distribution of workloads, and the overall capacity of the organisation. It also considered the Council's preparedness to respond to future pressures, including possible implications of local government reorganisation.

The purpose of the review was to strengthen organisational resilience, identify current and emerging pressures, and support longer-term planning, including succession planning.

Following due consideration and detailed discussion, and in recognition of the requirement of setting the Council's budget and precept for 2026/27 on 20 January 2026, the Council agreed to progress the recommendations before it on the proviso that certain detailed matters would be further considered by the Personnel Committee and subsequently reported to Council, noting that this approach would ensure timely decision-making, maintain the smooth operation of Council business, and allow the precept-setting process to proceed without undue delay, while still safeguarding through review of all personnel and organisational issues.

There was concern that the review did not adequately address the Town Council's long-term structure in light of the potential impact of local government reorganisation. Some Councillors acknowledged that it is difficult to plan for this at such an early stage; nevertheless, Councillors requested additional time to consider the matter further.

RESOLVED That the recommendations set out below be approved, subject to the necessary budget approval.

Mayor.....

<b>Ref</b>	<b>Recommendation</b>	<b>Council Decision</b>
1	Review and update the Council's Vision and Mission Statement and develop a Council Plan/Strategy to guide future decision-making	Approved
2	That the Council considers working towards employing the staffing structure set out in the report.	That the Council agrees to work towards the staffing structure outlined in the report, recognising that further consideration is required.  Subject to budget approval, Personnel Committee to undertake a further review of the officer structure to determine the most appropriate and sustainable workforce configuration.  A Working Group will also be established to review the Council's committee structure and bring forward recommendations
3	Review, amend and evaluate all job descriptions; adopt new template	Approved
4	Redesignate Town Clerk post	Approved Town Clerk and Chief Officer
5 - 10	Confidential – Staffing matters	
11	Mentoring support and FILCA undertaking for Town Clerk/CO, RFO and DTC (if appropriate)	Approved
12	Seek quotations for ongoing HR/governance support	Approved
13	Obtain HR advice on honorarium positions	Approved
14	Implement one-to-one (new structure) with all line reports and at least monthly team meetings	Approved
15	Provide minute-taking training to all relevant staff	Approved
16	Consider office layout/positioning	Approved
17	Consider changing Committee structure	Pending

18	Liberal Democrat Group appoint a Group Leader	Deferred
19	Adopt a report template	Approved (in part)
20	Chair training and councillor/officer training	Approved
21	Conduct zero-based budgeting across all budget heads	Rejected
22	Delegate full authority to Town Clerk for revenue spend	Rejected
23	Introduce scheme of financial delegation	Approved
24	Prepare position paper for Local Government Review	Approved