



PUBLIC NOTICE

HUMAN RESOURCES COMMITTEE MEETING Stratford-upon-Avon Town Council Town Hall, Sheep Street, Stratford-upon-Avon CV37 6EF

Notice is hereby given of Stratford-upon-Avon Town Council's Human Resources Committee Meeting to be held at the Town Hall on **Wednesday, 13 September, 2017 at 6:30pm.**

Members of the public are welcome to attend as observers in Open Session or may wish to raise issues or concerns during the fifteen minutes set aside for Public Participation, commencing at approximately 6:35pm.

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.

AGENDA

1. **To Accept Apologies for Absence;**
2. **Declarations of Interests** on items on the Agenda;
3. **To receive written requests for dispensation for disclosable pecuniary interests** (if any);
4. **To grant any requests for dispensation** as appropriate;
5. **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);

6. **To Approve Open and Confidential Minutes** of the HR Committee Meeting held on 5 July, 2017;
7. **Town Clerk's Open and Confidential Reports:**
Open pages 1 - 3 Appendices pages 4 - 9
Confidential pages 10 - 12
 - 7.1 To receive and/or comment on the revised Calendar of Reviews;
 - 7.2 To receive and review the Job Descriptions of:
 - The Town Clerk;
 - The Finance Officer;
 - The Administrative Assistant;
 - 7.3 To receive an update on the workload of the Open Spaces Operatives;
8. **Chairman's and/or Town Clerk's Verbal Report** – for information only;
9. **Date of Next Meeting:** Wednesday, 6 December, 2017 at 6:30pm.



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Sarah Summers
Town Clerk
7 September, 2017

STRATFORD-UPON-AVON TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

13 September, 2017

Town Clerk's Open Report

1) Terms of Reference – Calendar of Reviews

• **To comment on the proposed draft Calendar of Reviews**

At the HR Committee Meeting in July, a proposed draft calendar of reviews appertaining to the HR Committee's Terms of Reference was submitted and agreed. Unfortunately, it now transpires that the dates of the meetings were incorrect as they related to scheduled Mayoral & Protocol Committee Meetings and not HR Committee Meetings. With apologies, the correct dates and reviews are now submitted for approval by the Committee.

It has not been possible to conduct all staff appraisals during August, primarily due to the Town Clerk's annual leave. These are now scheduled for September. It is therefore proposed that that review of clause 1.7 – Performance Management following Appraisals should take place in December.

As there are two employees currently in their probation period and therefore not eligible for an appraisal at this time, their performance review will be discussed in April 2018. However, this does not appear in the calendar as a regular review as they will shortly be appraised as normal.

13 September, 2017	Review of clauses 1.8 and 1.9 with regard to a Deputy Town Clerk
	Review of clause 1.2 the job description of the Town Clerk, Finance Officer and Office Assistant
	If necessary, review of 1.6 on staffing related expenditure

	If necessary, review of 1.1 to advise on staffing levels
6 December, 2017	Review of clause 1.7 Performance Management following Appraisals
	Review of clause 1.2 the job description of the Civic Secretary and the GP/Planning Clerk and PA to the Town Clerk
	If necessary, review of 1.6 on staffing related expenditure
	If necessary, review of 1.1 to advise on staffing levels
	Review of clause 1.3 the grading, remuneration and terms of employment of all Council employees
4 April, 2018	Review of clause 1.5 leave entitlements and TOIL
	Review of clause 1.2 the job description of the Cemetery and Town Hall Booking Clerk and The Event Supervisor/ Housekeeper
	If necessary, review of 1.1 to advise on staffing levels
	If necessary, review of 1.6 on staffing related expenditure
3 July, 2018	Review of clause 1.2 the job description of the Open Spaces Foreman and the Open Spaces Operatives
	If necessary, review of 1.1 to advise on staffing levels

	If necessary, review of 1.6 on staffing related expenditure
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2) Review of Job Descriptions

- **To review the job descriptions of the Town Clerk, Finance Officer and Administrative Assistant**

It has been agreed by the HR Committee that the job descriptions of all staff are reviewed on an annual basis.

Attached as **Appendix 'A'** is the job description of the Town Clerk, **Appendix 'B'**, that of the Finance Officer, and **Appendix 'C'** the Administrative Assistant's.

The Town Clerk and Finance Officer's job descriptions have been reviewed by the incumbents and suggested additions and amendments have been highlighted and emboldened.

As this post is relatively new, there are no proposed changes to the job description of the Administrative Assistant at present.