



## 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 **Tuesday 25 September, 2018 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.

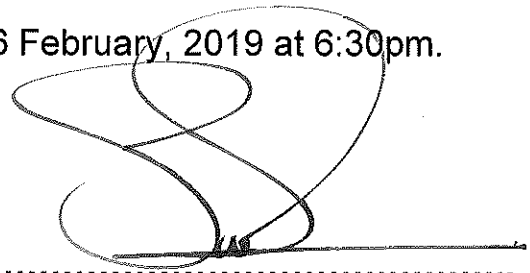
#### Recording of meetings by Press and the Public

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 Elect the Chairman and Deputy Chairman** of the H R Committee for the ensuing year;
2. **To Accept Apologies for Absence;**
3. **Declarations of Interests** on items on the Agenda;
4. **To receive written requests for dispensation for disclosable pecuniary interests** (if any);
5. **To grant any requests for dispensation** as appropriate;
6. **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);

7. **To Approve Open Minutes** of the HR Committee Meeting held on 4 April, 2018;
8. **Town Clerk's Open and Confidential Reports:**  
Open page 1 Appendices pages 2- 5  
Confidential pages 6-22 Appendices pages 23-36
  - 8.1 To undertake a review of the Committee's Terms of Reference and consider the Aims and Objectives of the HR Committee;
  - 8.2 To consider the request for a change in employment relating to flexible retirement payment;
  - 8.3 To consider the implications to the Mayor's travelling arrangements following a resignation;
  - 8.4 To receive and approve job specifications:
    - Open Spaces;
    - Town Clerk;
    - Finance & Facilities Officer;
  - 8.5 To note the report on heightened security and consider additional security measures;
  - 8.6 To approve measures to protect the personal belongings of Town Hall personnel;
  - 8.7 To note the report on lone working;
  - 8.8 To note the report on the working hours of the Open Spaces team;
  - 8.9 To note the report on accrued TOIL by senior clerks;
  - 8.10 To note the absence due to sickness record;
  - 8.11 To note ILCA examination success;
9. **Chairman's and/or Town Clerk's Verbal Report** – for information only;
10. **Date of Next Meeting:** Tuesday, 26 February, 2019 at 6:30pm.



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Sarah Summers  
**Town Clerk**  
19 September, 2018