

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

## **HUMAN RESOURCES COMMITTEE MEETING**

**18 February, 2020**

### **AGENDA**

#### **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.

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 Minutes** of the HR Committee Meeting held on 15 October, 2019;
7. **Town Clerk's Open Report:**  
Open pages 1 - 7 Appendices 'A' to 'F' pages 8 - 23  
Confidential pages 24 - 27
  - 7.1 To approve and adopt the Calendar of Reviews;
  - 7.2 To consider the staffing implications in implementing NDP TC Project 1;
  - 7.3 To receive and approve Job Descriptions:
    - Town Clerk;
    - Deputy Town Clerk;
    - GP/Planning Clerk and Assistant to the Town Clerk;
  - 7.4 To note the report on leave entitlement - general;

- 7.5 To consider the proposal regarding extended leave;
- 7.6 To review the Council Chaplain's stipend;
- 7.7 To consider the applications for the position of Council Chaplain;
- 7.8 To consider issues relating to the wellbeing of staff - Long Service Awards;
- 7.9 To note the report on, sickness management and accrued TOIL;

8. **Chairman's and/or Town Clerk's Verbal Report** – for information only;

9. **Date of Next Meeting:** Tuesday, 30 June, 2020 at 6:30pm.