

# STRATFORD-UPON-AVON TOWN COUNCIL

## PERSONNEL COMMITTEE MEETING

Monday 19 October, 2020

### 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 30 June, 2020;
7. **Town Clerk's Open Report:**  
Open pages 1 - 7 Appendices pages 8 - 15  
Confidential pages 16 - 18 Appendices 19 - 20
  - 7.1 To note the report on current staffing levels;
  - 7.2 To receive and approve Job Descriptions:
    - Cemetery & Town Hall Booking Co-ordinator;
    - Council's Chaplain;
    - Open Spaces Foreman;
    - Open Spaces Operatives;
  - 7.3 To note the report on Performance Management;
  - 7.4 To note the report on Remuneration 2020/2021;
  - 7.5 To determine and make a recommendation to the Finance & Scrutiny Committee its 2021/2022 budget and designated reserve requirement;
  - 7.6 To consider issues relating to the wellbeing of staff –
    - To manage the Town Hall as an Office and Workspace;
    - Maintenance and Refurbishment of the Town Hall;
  - 7.7 To receive and approve proposed Job Description:
    - Open Spaces/Horticultural Operative;
  - 7.8 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, 16 February, 2021 at 6:30pm at the Town Hall, or at 6:00pm if Council meetings continue to be held remotely.