

STRATFORD-UPON-AVON TOWN COUNCIL

Date	PERSONNEL CALENDAR
February	Terms of Reference
	Review Terms of Reference (TR 4.24)
	To undertake a Health & Safety Risk Assessment and a Risk Management Review (TR 4.15)
	Review of the job descriptions (TR 4.2) <ul style="list-style-type: none"> • Town Clerk • Deputy Town Clerk • Admin Clerk and PA to the Town/Deputy Clerks
	The appointment of the Council's Chaplain on an annual basis, taking into account the personal preference of the Mayor Elect (TR 4.5)
	The appointment of the Civic Photographer (TR 4.7)
	Review of leave entitlements, sickness management, statutory entitlements, special leave and TOIL (TR 4.8)
	If necessary, review of staffing levels (TR 4.1)
	If necessary, review the grading, remuneration and terms of employment of all Council employees (TR 4.3)
	If necessary, review the appointment or dismissal of the Beadle and Macebearers (TR 4.4)
	If necessary, the review of staffing related expenditure (TR 4.9)
	If necessary, to oversee any process leading up to the possible dismissal of staff (TR 4.12)
	If necessary, in association with the Town Clerk, to manage the dismissal and appointment process of the Deputy Town Clerk (TR 4.11)
	If necessary, to manage the process and recommend to Council the appointment and dismissal of the Town Clerk (TR 3.1)
	If necessary, to manage the process and recommend to Council all matters relating to the Terms and Conditions of Contract and pay awards of the Town Clerk (TR 3.2)

STRATFORD-UPON-AVON TOWN COUNCIL

	If necessary, to review and manage the Town Hall as an office and workspace (TR 4.16)
	If necessary, the appointment of any external consultants or contractors (TR 4.21)
	If necessary and when appropriate, to appoint members of the Council to outside bodies where there is insufficient time or opportunity to refer to Council (TR 4.22)
	Any such matter that, from time to time, Council may remit (TR 4.23)
June	<p>Review the job descriptions (TR 4.2)</p> <ul style="list-style-type: none"> • Event Supervisor/Housekeeper • Civic Secretary • Finance & Facilities Clerk
	To review the working environment and office facilities of the Council's administrative team (TR 4.17)
	To review the working environment of the Council's Events team (TR 4.18)
	Review of leave entitlements, sickness management, statutory entitlements, special leave and TOIL (TR 4.8)
	If necessary, to review and manage the Town Hall as an office and workspace (TR 4.16)
	If necessary, review security arrangements to safeguard administrative and event staff when the Town Hall is open to outside organisations and members of the public (TR 4.20)
	If necessary, the review the grading, remuneration and terms of employment of all Council employees (TR 4.3)
	If necessary, review the appointment or dismissal of the Beadle and Macebearers (TR 4.4)
	If necessary, to oversee any process leading up to the possible dismissal of staff (TR 4.12)
	If necessary, review of staffing levels (TR 4.1)
	If necessary, and in association with the Town Clerk, to manage the dismissal and appointment process of the Deputy Town Clerk (TR 4.11)

STRATFORD-UPON-AVON TOWN COUNCIL

	If necessary, to manage the process and recommend to Council the appointment and dismissal of the Town Clerk (TR 3.1)
	If necessary, the appointment of any external consultants or contractors (TR 4.21)
	If necessary, monitor and review staffing related expenditure (TR 4.9)
	To nominate, when appropriate, members of the Council to outside bodies where there is insufficient time or opportunity to refer to Council (TR 4.22)
	Any such matter that, from time to time, Council may remit (TR 4.23)
October	Terms of Reference
	Ensure appropriate training facilities and resources are available for both members and officers (TR 4.14)
	Agree the recommended budget and advise Finance & Audit Committee accordingly (TR 3.3)
	Agree the recommended designated reserve requirement and advise Finance & Audit Committee accordingly (TR 3.4)
	Recommend to Council any proposed CIL spending projects (TR 3.3)
	Review of TR 4.2 the job description of <ul style="list-style-type: none"> • Cemetery and Town Hall Booking Co-ordinator • Open Spaces Foreman • Open Spaces Operatives
	Review of Performance Management following annual Appraisals (TR 4.10)
	Review of leave entitlements, sickness management, statutory entitlements, special leave and TOIL (TR 4.8)
	If necessary, review of to advise on staffing levels (TR 4.1)
	If necessary, the review of the grading, remuneration and terms of employment of all Council employees (TR 4.3)

STRATFORD-UPON-AVON TOWN COUNCIL

	If necessary, to oversee any process leading up to the possible dismissal of staff (TR 4.12)
	If necessary, monitor and review staffing related expenditure (TR 4.9)
	If necessary, to review and manage the Town Hall as an office and workspace (TR 4.16)
	If necessary, review the appointment or dismissal of the Beadle and Macebearers (TR 4.4)
	Review the working environment and facilities of the Council's Open Spaces team (TR 4.19)
	If necessary, and in association with the Town Clerk, to manage the dismissal and appointment process of the Deputy Town Clerk (TR 4.11)
	If necessary, to manage the process and recommend to Council the appointment and dismissal of the Town Clerk (TR 3.1)
	If necessary, the appointment of any external consultants or contractors (TR 4.21)
	To nominate, when appropriate, members of the Council to outside bodies where there is insufficient time or opportunity to refer to Council (TR 4.22)
	Any such matter that, from time to time, Council may remit (TR 4.23)

**Town Clerk
February 2021**