



## PUBLIC NOTICE

### **PERSONNEL 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 Personnel Committee Meeting to be held on **Tuesday 16 February, 2021 at 6:00pm.**

The statutory requirements for meetings under the Local Government Act 1972 ('the 1972 Act') cannot be met during the Coronavirus pandemic. As a result, s78 of the Local Authorities and Police Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ('the 2020 Regulations') have come into force which enables the Town Council to hold meetings remotely.

Until instructed otherwise by the government, the Town Council will hold all Town Council Meetings using zoom software. Members of the public may attend the meeting if they specifically wish to speak in Public Participation. The open session of the meeting will be streamed live using Facebook Live and YouTube.

### **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 Minutes** of the Personnel Committee Meeting held on 19 October, 2020;

**7. Town Clerk's Open Report:**

Open pages 1 - 7 **Appendices 'A' to 'F'** pages 8 - 27

Confidential pages 28 -31

- 7.1 To approve and adopt the Calendar of Reviews and review the Committee's Terms of Reference;
- 7.2 To note the report on staffing;
- 7.3 To receive and approve Job Description:
  - Admin Officer and Assistant to the Town and Deputy Town Clerks;
- 7.4 To note the report on leave entitlement;
- 7.5 To review and manage the Town Hall as an office and workspace and the working arrangements once Covid-19 restrictions are eased;
- 7.6 To appoint the Council Chaplain;
- 7.7 To note the report on, sickness management and accrued TOIL;
- 7.8 To consider the job descriptions and role of the Town Clerk and Deputy Town Clerk;

**8. Town Clerk's Verbal Report** – for information only;

**9. Date of Next Meeting:** Tuesday, 29 June, 2021 at 6:30pm at the Town Hall.



.....  
Sarah Summers  
**Town Clerk**  
10 February, 2021