



## PUBLIC NOTICE

### **PERSONNEL PRE-DISCUSSION CONSULTATION 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 Pre-Discussion Consultation on Tuesday 29 June, 2021 at 6:00pm.

**Subsequent recommendations from the pre-decision/consultation on 29 June will be enacted under delegated authority by the Town Clerk.**

Town Council will hold all Personnel Pre-decision Consultations using Zoom software. Members of the public may attend the meeting if they specifically wish to speak in Public Participation and will be sent the link if they register before 12 noon the day before the PCC Meeting. If you wish to register, please email [info@stratfordtc.gov.uk](mailto:info@stratfordtc.gov.uk) or telephone the Town Council on 01789 269332. The open session of Town Council meeting will be streamed live using Facebook Live and YouTube.

### **AGENDA**

1. **To Elect** the Chairman and Deputy Chairman;
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 Personnel Committee Meeting held on 16 February 2021;

8. **Town Clerk's Open and Confidential Reports:**  
Open pages 1 - 5 Appendices 'A' to 'D' pages 6 - 16  
Confidential pages 17 – 21
- 8.1 To approve and recommend the Calendar of Reviews;
  - 8.2 To receive and recommend Job Descriptions:
    - Event Supervisor and Housekeeper;
    - Civic Officer;
    - Finance & Facilities Clerk;
  - 8.3 To note the report on leave entitlement - general;
  - 8.4 To consider the proposal for the working arrangements of staff post Covid-19 (open);
  - 8.5 To note the report on Grading, Remuneration and Terms and Conditions of Employment;
  - 8.6 To consider the service offered by Health Assured for an Employee Assistance Programme (EAP);
  - 8.7 To consider working arrangements post Covid-19 (confidential);
  - 8.8 To note the report on staffing levels and workloads;
  - 8.9 To note the report on, sickness management and accrued TOIL;
- 9) **Town Clerk's Verbal Report** – for information only;
- 10) **Date of Next Meeting:** Tuesday, 12 October, 2021 at 6:00pm if on zoom or at 6:30pm if held at the Town Hall.



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Sarah Summers  
**Town Clerk**  
23 June, 2021