

Bourton-on-the-Water Parish Council

Minutes of a meeting of the Staffing Committee held at 7pm on Wednesday 17th May 2023 in the Salmonsbury Room at The George Moore Community Centre

Those Present: Cllr A Roberts (Chairman), Cllrs L Hicks, B Hadley, J Jowitt and J Wareing

In Attendance: Sharon Henley, Clerk (minute-taker) and Jo Herbert (Assistant Clerk)

Members of Public: None present.

1. Apologies for absence: There were none.
2. Declarations of Interest: There were none.
3. Approval of the draft minutes of the meeting held on 29th March 2023. APPROVED.
4. Matters Arising: There were none.
5. Role of Committee Clerk: To note the resignation of the current postholder. The Committee noted that the last day of employment would be 11th June with the last working day of Friday 2nd June due to annual leave.
6. Resolution under the Public Bodies (Admission to Meetings) Act 1960 Section 1, extended by the Local Government Act 1972, Section 100, that the following item is confidential as it relates to employment matters. As such, the press and public are excluded from the meeting. APPROVED.
7. Committee Clerk
 - 7.1 To review existing role and agree any amendments required to the Job Description, Person Specification and job advertisement (Papers 1a, b & c). The terms and conditions were reviewed and the documents to be updated by the Clerk for circulation to the Committee. Updated documents to be approved at the 30th May Extraordinary Council Meeting.
 - 7.2 To agree a plan for recruitment and advertising of role. Employment of new member of staff to be approved by full Council. It had been agreed by full Council that the vacancy should be listed in the June Browser. The vacancy to be advertised in all other agreed locations as soon as possible with a closing date for applications of Friday 16th June.

There being no further business the meeting closed at 20.00 hours.