

Bourton-on-the-Water Parish Council
Minutes of the Staffing Committee held at 7.30pm on Thursday 16th May 2024
in the Windrush Room at The George Moore Community Centre

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

In Attendance: Sharon Henley (Clerk)

Members of Public: None.

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 16th October 2023. The Committee RESOLVED that the minutes were a true record and they were signed by the Chairman.
4. Matters Arising. There were none.
5. Resolution under the Public Bodies (Admission to Meetings) Act 1960 Section 1, extended by the Local Government Act 1972, Section 100, that the following items are confidential as they relate to employment matters. As such, the press and public are excluded from the meeting. The Committee RESOLVED to close the meeting to the public and press.
6. Equality Act 2010 (see <https://www.acas.org.uk/discrimination-and-the-law>): To consider Council's duties under the act, advice received, and any further actions required. The Committee considered the information provided. The Clerk to take agreed actions in respect of a matter raised.
7. Work-Related Stress (Paper 1): To consider HSE advice and agree further actions. The Clerk to circulate the HSE advice to all councillors for information. Cllr Wareing to meet with any members of staff who requested a Stress Risk Assessment and any completed assessments to be discussed with the Staffing Committee. Assessments to be repeated on an annual basis.
8. Dignity at Work Policy (Paper 2): To review current policy and discuss/agree actions that may be required. The Clerk to recirculate the policy to all councillors. The Clerk to add to the June Council agenda a discussion item on how best to remind councillors of the Nolan Principles during Council meetings. The Clerk to chase GAPTC for their advice on amended Code of Conduct wording to highlight the Nolan Principles.
9. Annual Staff Appraisal Process: To agree arrangements for 2024. The Clerk and Cllr Roberts attended training by the SLCC and the Committee reviewed appraisal templates provided. The Clerk to forward all training information on appraisals to Cllr Hicks. Cllr Wareing to review the templates and produce a draft for review at the next Committee meeting. The Clerk to send the current BoWPC template to Cllr Wareing for reference.
The staff appraisals for 2024 to take place during early September. The Clerk's appraisal to be conducted by Cllrs Roberts and Wareing. All other staff appraisals to be conducted by the Clerk and Cllr Wareing.
10. Non-Contractual Staff Overtime Payments: To discuss/agree any recommendations for full Council. The Committee agreed recommendations for approval at the June Council meeting.
11. HR Consultant: To discuss/agree future provision. The Committee reviewed a quote previously received by the Clerk from a sector-specific contractor. The Clerk to obtain an updated quote and arrange for a Teams meeting between the contractor and the committee to discuss their services. The updated quote to be discussed at the June Council meeting as the current HR provision would require renewal in June.
12. To note Committee Clerk employment arrangements. It was noted that Vanessa Oliveri had accepted a role at Milton-under-Wychwood Parish Council to work alongside her role at BoWPC.

There being no further business the meeting closed at 20.47 hours.