



Bourton-on-the-Water Parish Council
Minutes of a meeting of the Staffing Committee held at 6.00pm on Tuesday 22nd October 2024
in the Community Café 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.

Public Session: 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 25th July 2024. The Committee RESOLVED that the minutes were a true record and they were signed by the Chairman.
4. Matters Arising.
 - 4.1 Review of staff contracts. Advice was received from the HR Consultant on streamlining all contracts but it was agreed that this should wait until after the organisational review.
 - 4.2 Date and arrangements for Organisational Review by HR Consultant. This had been arranged for Monday 4th and Tuesday 5th November. Appointments had been scheduled with Cllrs Roberts, Hicks and Wareing. *Clerk's note: These dates were amended to 11th and 12th November following the meeting.*
5. Local Government Pay Review 2024-25: To receive an update from the Clerk. The agreement had been reached with the unions and formal notification from NALC was awaited. The revised pay scales would take effect from April 2024 so back-dated payments would be required for staff.
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 items are confidential as they relate to employment matters and related statutory obligations. As such, the press and public are excluded from the meeting. The Committee RESOLVED to close the meeting.
7. Staff Appraisals (Confidential Papers 1a, b, c & d): To review completed appraisals and agree any recommendations to full Council. Appraisals were reviewed and there were no recommendations for Council approval.
8. Equality Act 2010: To receive an update following actions from the last meeting and agree further actions. The Clerk to liaise with the HR Consultant and take any further actions required.
9. Job Shadowing and holiday cover arrangements: To review and agree any further actions required. The Committee received an update from the Clerk on current arrangements.
10. Draft Budget 2025-26 (Confidential Papers 2a, b & c): To review relevant budgets and supporting information and make recommendations to Council. An initial draft budget was created for review by the Finance and Governance Committee. The Clerk to produce an estimate of staff costs for running of the Community Centre.

There being no further business the meeting closed at 19.25 hours.