



Bourton-on-the-Water Parish Council

Minutes of a meeting of the Staffing Committee held at 6.00pm on Tuesday 11th March 2025 in the Salmonsbury 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 present.

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 4th February 2025. The Committee RESOLVED that the minutes were a true record, and they were signed by the Chairman.
4. 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.
5. Matters Arising: Employee Terms and Conditions - the Clerk updated the Committee.
6. Recruitment of new member of Clerking team:
 - a) To review progress following Council meeting. The Committee RESOLVED that amendments should be made to the Administration Officer recruitment documents in line with local arrangements and discussions at the Parish Council meeting. The Clerk to action the amendments with the HR consultant and commence advertising for the role with an end date of 17th April.
 - b) To make provision for interviews and further actions. The Committee RESOLVED to include agreed dates into the recruitment pack and interview arrangements were also put in place.
7. Employee Contractual Matters (Confidential Papers 1a, b & c): As deferred from previous meeting. To agree template for adoption or any further actions required. For ratification by full Council. The Committee RESOLVED to adopt the template from the HR consultant with minor amendments in order to harmonise staff contracts. The Clerk to request clarification on item 14 which referenced the Green Book.

As part of the above, the Committee discussed recommendations 19 and 20 from the HR and Governance Review as Council had requested further review prior to implementation. The Committee RESOLVED that these recommendations should be fully adopted, and the terms included in the new staff contracts.

The Committee RESOLVED to input into the forthcoming Strategic Plan discussions that the Council considers moving towards a Local Government Pension within the next two years.
8. Sickness Absence Policies (Confidential Papers 2a & b): To review templates and agree wording to replace existing policy. For ratification by full Council. The Committee DEFERRED the adoption of any new policies as the templates were not considered suitable for the size of the organisation. The Clerk to source new template(s) for discussion at the next meeting.
9. To agree a date for the next meeting: Friday 2nd May at 10.30am in the Salmonsbury Room.

There being no further business the meeting closed at 19.27 hours.