



Bourton-on-the-Water Parish Council

Minutes of a meeting of the Staffing Committee held at 5.30pm on Tuesday 4th February 2025 in the Salmonsbury Room at The George Moore Community Centre

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

In Attendance: Sharon Henley (Clerk).

Members of Public: None.

Public Session:

1. Apologies for absence. Cllr M Samuel.
2. Declarations of Interest. There were none.
3. Approval of the draft minutes of the meeting held on 22nd October 2024. The Committee RESOLVED that the minutes were a true record, and they were signed by the Chairman.
4. Matters Arising: Equality Act 2010: The Clerk updated the Committee.
5. Recruitment of new member of Clerking team: To consider a quote from CHRGS (Paper 1) and agree recommendations to full Council on recruitment methods and delegated authority. The Committee RESOLVED that in principle they would use CHRGS at a maximum cost of £700 but this would be reviewed following Council consideration of the HR and Governance Review.
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 to the public.
7. Employee Terms & Conditions (Confidential Papers 2a, b & c): To consider advice received from CHRGS and additional information and agree recommendations to full Council. The Committee RESOLVED to make a recommendation to full Council.
8. Employee Contractual Matters (Confidential Papers 3a & b): To agree CHRGS recommended template for adoption or any further actions required. The Committee discussed options and RESOLVED to defer discussion until the next meeting.
9. To agree a date of next meeting: 6pm on Tuesday 11th March 2025 in the Salmonsbury Room.

There being no further business the meeting closed at 18.19 hours.