

Bourton-on-the-Water Parish Council

**Minutes of a meeting of the Staffing Committee held at 5pm on Wednesday 29th March 2023
in the Salmonsbury Room at The George Moore Community Centre**

Those Present: Cllr B Hadley (Chairman), Cllrs L Hicks, J Jowitt, A Roberts and 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 10th November 2022. APPROVED.
4. Matters Arising:
 - 4.1 Recruitment of Committee Clerk/Administration Assistant: Julie Catlow started in post on Monday 9th January following interviews.
5. Absence Policy (Paper 1): To review draft updated document and approve or agree further amendments. For ratification by full Council. APPROVED.
6. Committee Clerk: To note pension arrangements. The postholder declined to join the NEST pension.
7. Local Government Pay Claim 2023-24: Update by the Clerk. The Clerk updated on the current negotiations between the National Employers and the trade unions for rates of pay from 1st April 2023 to 31st March 2024. This was noted by the Committee.
8. SLCC's HR Summit 22nd March: Short update from the Clerk following training, including any recommendations for further actions. The Clerk updated the committee.
9. 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.
10. Role of Committee Clerk:
 - 10.1 To discuss recommendations from the Clerk in relation to the development of new role and agree any further actions required. Following discussion, it was agreed to recommend to full Council that the hours for the post are increased from 8 to 12 per week from April. Council to discuss scheduling of meetings for 2023-24 in order that best use can be made of Clerking time. In addition, Council approval to be sought for the purchase of a laptop to replace the existing desktop computer which requires upgrading.
 - 10.2 To agree recommendations to Council in respect of postholder's probationary period. The Committee to recommend that Julie Catlow is confirmed in post.

There being no further business the meeting closed at 18.40 hours.