

# **Bourton-on-the-Water Parish Council**

Minutes of a meeting of the Personnel Sub-Committee  
held at 4.30pm on Friday 24<sup>th</sup> September 2021  
in the Salmonsbury Room, The George Moore Community Centre

**Those Present:** Cllr Bob Hadley (Chairman), Cllrs L Hicks, N Randall, B Sumner

**In Attendance:** Sharon Henley (part of meeting)

**Members of public:** None

1. **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 Staffing Matters. As such, the press and public are excluded from the meeting.**  
Proposed by Cllr Hadley, seconded by Cllr Hicks and unanimously APPROVED.
2. **Apologies for absence:** None.
3. **Declarations of Interest:** None.
4. **To complete an End of Probationary Period review for the Clerk:** This was completed by councillors. The Clerk was not present for part of this discussion item.
5. **To agree recommendations to be passed to Finance & General Purposes Committee for final approval by full Council:** It was agreed that the Clerk/RFO, Sharon Henley, should be confirmed in post as from 1<sup>st</sup> October 2021 following successful completion of her probationary period. As per the terms and conditions of her offer of employment, a salary increase of one point to SCP33(LC3) to be applied as from 1<sup>st</sup> October. Proposed by Cllr Hadley, seconded by Cllrs Hicks and unanimously APPROVED.  
These recommendations to be further reviewed at the Extraordinary F&GP Committee Meeting on 29<sup>th</sup> September, followed by full Council on 6<sup>th</sup> October, in accordance with the current Scheme of Delegation.

There being no further business the meeting closed at 16.41 hours.