

Bourton-on-the-Water Parish Council

Minutes of a meeting of the Staffing Committee held at 6.30pm on Monday 16th October 2023 in the Salmonsbury Room at The George Moore Community Centre

Those Present: Cllr A Roberts (Chairman), Cllrs B Hadley, J Jowitt and M Samuel.

In Attendance: Sharon Henley, Clerk.

Members of Public: None.

Meeting papers are available at the link [Papers](#)

1. Apologies for absence: Cllr Hicks.
2. To note that Cllr Wareing has stepped down from the committee and Cllr Samuel was co-opted by full Council. Noted.
3. Declarations of Interest: There were none.
4. Approval of the draft minutes of the meeting held on 14th June 2023: APPROVED.
5. Matters Arising.
 - 5.1 The Locum Clerk provided cover during the Clerk's absence until early September.
 - 5.2 Locum Committee Clerk: A Locum was recruited in June and provided cover for several weeks. Vanessa Oliveri was recruited as replacement Locum Committee Clerk in September.
6. Local Government Pay Claim (Paper 1): To note update from the SLCC. The Committee noted that the pay claim proposal, with effect from 1st April 2023, was still under negotiation by the unions. It was hoped that this would be resolved in time for inclusion in the November payroll.
7. 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. As such, the press and public are excluded from the meeting. APPROVED.
8. To review the following Staff Appraisals and agree any recommendations for approval by full Council (Confidential Papers 2a, b & c):
 - 8.1 Caretaker.
 - 8.2 Assistant Clerk.
 - 8.3 Clerk.The above reports were noted. Recommendations were agreed in respect of the Assistant Clerk and Clerk, for approval by full Council.
9. Committee Clerk Role: To agree next steps for recruitment of a permanent staff member to the role. It was agreed to interview for the post, with any proposal for employment to be approved by full Council.

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