

24 September 2025

To Councillors: Chris Woodhouse (Chair), Kath Greenman, Jayne Stansfield, Gil Gilroy, Chris Bloor, Chris Rowe

Please take notice that a meeting of the **Staffing Committee** of Thornbury Town Council will be held in the **Council Chamber in the Town Hall** on **Tuesday 7th October 2025** at 19:30.

Committee members are hereby **summoned** to attend the above meeting for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.



Hannah Bowden, Chief Executive

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity.

Public participation: Please note that this meeting is open to the public. Please take note of the guidance notes for public participation [provided](#).

Emergency evacuation procedure: Please familiarise yourself with the emergency evacuation procedure on display in the Council Chamber and acquaint yourself with the nearest emergency exit. The assembly point, in the event of any evacuation, is the area between the Town Hall and Costa.
If you would not be physically able to use the stairs in the event of a fire, please inform us of your intention to attend this meeting no later than 9.00am on the Monday before, so that appropriate arrangements can be made.

AGENDA

1. To receive apologies for absence
2. To receive any members declarations of interest
3. To receive any representations from the public relating to items on the agenda
4. To approve the minutes of the Staffing Committee meeting held on 4th February 2025
5. To review and adopt the updated Employee Handbook
6. To receive update on the implementation of preventing sexual harassment, other harassment and bullying
7. To review the revised Councillor Officer Protocol

8. To receive update on the Civility and Respect changes, to include:
 - Anti-bullying
 - Declaration and policy updates
 - Engagement between staff and councillors
9. To pass a resolution to exclude members of the public and press for agenda item 10 & 11 due to the PERSONALLY CONFIDENTIAL and SENSITIVE nature of the business to be transacted
10. To receive Staffing Overview
11. To review Staffing Structure & Draft Budget
12. Date of the next scheduled meeting – 6th October 2026