



**Minutes of the of Thornbury Town Council Staffing Committee  
Held on Tuesday 4 February 2025 at 7.30pm.**

**Councillors present:** Chris Woodhouse (Chair)  
Jayne Stansfield  
Helen Ball  
Kath Greenman  
John Reynolds

**In attendance:** Hannah Bowden, Chief Executive

**SC2324.32. To receive any apologies for absence**

Committee noted Councillor Gil Gilroy's apologies

**SC2324.33 To receive any members declarations of interest**

There were no declarations of interest.

**SC2324.34 To receive any representations from the public relating to items on the agenda**

There were no members of the public present.

**SC2324.35 To approve the minutes of the Staffing Committee meeting held on 1<sup>st</sup> October 2024**

It was **RESOLVED** to amend the councillors present and approve the minutes of the Staffing Committee meeting held on 1 October 2024 as a correct record of the proceedings.

**SC2324.36 To review and agree the Terms of Reference for civic year 2025-26 for recommendation to Full Council**

It was **RESOLVED** to amend the Terms of Reference to add review of staffing structure to the areas of operations and a new section on meeting frequency, stating that meetings will be held at least once a year before budgeting and additionally as needed.

**SC2324.37 To review and agree the committee meeting dates for civic year 2025-26 for recommendation to Full Council**

It was **RESOLVED** to retain the October date only, as per the agreed change to the Terms of Reference.

**SC2324.38 To receive update on compliance to the new statutory duty to prevent sexual harassment in the workplace**

Committee received the update including the risk assessment. It was **RESOLVED** to proceed with the initial training at an estimated cost of £525.

**SC2324.39 To review the Civility and Respect Training**

It was **RESOLVED** for the Chief Executive to investigate:

- the implementation of a Bully Champion initiative
- updating all Terms of Reference to include a requirement that Councillor training must be completed within six months of appointment for eligibility to serve as Chair
- updating the Acceptance of Office forms and the Standing Orders to include a commitment to uphold the Code of Conduct and Civility and Respect Pledge
- reviewing the Councillor Officer Protocol
- Annual engagement between councillors and employees

**SC2324.40 To pass a resolution to exclude members of the public and press for agenda item 6 due to the PERSONALLY CONFIDENTIAL and SENSITIVE nature of the business to be transacted**

It was **RESOLVED** to pass a resolution to exclude members of the public and press for next agenda item due to the PERSONALLY CONFIDENTIAL and SENSITIVE nature of the business to be transacted

**SC2324.41 To receive Staffing Report**

Committee received a verbal update.

**SC2324.42 To confirm the date of the next meeting**

Committee confirmed the next meeting date as the 7 October 2025

**Meeting closed at 21:00**