



**Minutes of the of Thornbury Town Council Staffing Committee
Held on Tuesday 7 October 2025 at 7.30pm.**

Councillors present: Chris Woodhouse (Chair)
Jayne Stansfield
Chirs Bloor
Chris Rowe

Councillors absent: Gil Gilroy
Kath Greenman

In attendance: Hannah Bowden, Chief Executive

SC2526.1. To receive any apologies for absence

Committee noted Councillor Kath Greenman apologies

SC2526.2. To receive any members declarations of interest

There were no declarations of interest.

SC2526.3. To receive any representations from the public relating to items on the agenda

There were no members of the public present.

SC2526.4. To approve the minutes of the Staffing Committee meeting held on 4th February 2025

It was **RESOLVED** to approve the minutes of the Staffing Committee meeting held on 4 February 2025 as a correct record of the proceedings.

SC2526.5. To review and adopt the updated Employee Handbook

It was **RESOLVED** unanimously to adopt the updated Employee Handbook and recommend its adoption to the Finance & General Purpose Committee.

SC2526.6. To receive update on the implementation of preventing sexual harassment, other harassment and bullying

Committee received the update which confirmed all necessary actions had been implemented in compliance with legislation.

SC2526.7. To review the revised Councillor Officer Protocol

Committee reviewed the revised Councillor Officer Protocol and **RESOLVED** to recommend adoption of the policy by the Finance and General Purpose Committee subject to amending section bullet point 8 in section 3.8 to read 'Racist comments or jokes, including those about protected characteristics'. [For context this is under unacceptable behaviour].

SC2526.8. To receive update on the Civility and Respect changes, to include:

- **Anti-bullying**
- **Declaration and policy updates**
- **Engagement between staff and councillors**

It was RESOLVED to encourage staff and councillors to develop a positive culture around antibullying and for engagement events to be arranged when appropriate.

SC2526.9. 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

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

SC2526.10. To receive Staffing Overview

Committee received a verbal update.

SC2526.11. To review Staffing Structure & Draft Budget

Committee reviewed the staffing structure and requested the Chief Executive investigate implications and provide update at the next committee meeting.

SC2526.12. SC2324.42 To confirm the date of the next meeting

Committee confirmed the next meeting will be an Extraordinary Meeting, to be scheduled before the next Finance and General Purpose Committee meeting in December.