

24 April 2026

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 Thursday 30th April 2026** 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 Extraordinary Staffing Committee meeting held on 2nd December 2025
5. To pass a resolution to exclude members of the public and press for the following items due to the **PERSONALLY CONFIDENTIAL** and **SENSITIVE** nature of the business to be transacted
6. To receive recommendation following the CEO and RFO recruitment and approve appointment
7. To receive the job description review & second opinion report and determine next steps

- 8. To receive an update on vacancies and recruitment**
- 9. To receive report on changes to Employee Handbook and Model Contract due to changes in employment legislation**
- 10. To review the committee's Terms of Reference for recommendation to Full Council**
- 11. To review the committee's 2026-27 meeting dates for recommendation to Full Council**
- 12. To review the committee's risks for referral to the Full Council**
- 13. To note response from the Capital Strategy Working Group in relation to project management**
- 14. Date of the next scheduled meeting – TBC**