LAMBOURN PARISH COUNCIL

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Minutes of the Staffing Committee Meeting
on Tuesday, 21st July 2026
in the Memorial Hall at 8:30 PM

Present: Cllr Jones (minute taker), Cllr Marshall and Cllr Rieunier

01-07/26 Election of Chair
Cllr Jones was elected as Chair of the Staffing Committee for the remainder of the 2026/2027 civic year.

02-07/26 Election of Vice-Chair
Councillor Marshall was elected as Vice-Chair of the Staffing Committee for the remainder of the 2026/2027 civic year.

03-07/26 Acceptance of Apologies for Absence
No apologies for absence were received.

04-07/26 Declarations of Members' Interests or Dispensation Requests
There were no declarations of interest or requests for dispensation.

05-07/26 Minutes of Previous Meeting
The minutes of the Staffing Committee meeting held on 24th February 2025 were received, agreed and signed as a true record.

06-07/26 Public Participation
There was no public participation.

07-07/26 Terms of Reference Review
The Committee reviewed its Terms of Reference and agreed that no changes are required.

08-07/26 Employee Handbook Update
The Committee **noted** that a comprehensive review of the Council's Employee Handbook is required to ensure alignment with current statutory employment legislation, with any proposed amendments to be submitted to Full Council for approval.

09-07/26 Exclusion of the Press and Public
Resolved that under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the remaining items on the agenda due to the confidential nature of personnel and staffing matters.

CONFIDENTIAL SESSION (PART 2)

(In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the following items are confidential business)

10-07/26 Staff Pay and Pensions
The Committee reviewed current year salary reviews and statutory pension obligations. It was **resolved** to recommend the issue of statutory workplace pension 'Right to Opt In' notices and approve the employer pension contribution for eligible staff opting into the NEST scheme.

11-07/26 Clerk and RFO Recruitment
The Committee reviewed progress on the recruitment process for the Clerk/RFO vacancy.
Resolved to re-advertise the vacancy through county association channels (Wiltshire, Oxfordshire, and Hampshire ALC) as an essential operational expenditure, subject to RFO financial ratification.

12-07/26 Operational Capacity and Governance
The Committee reviewed operational cover arrangements during the vacancy period.
Resolved to recommend a one-off discretionary payment to the Deputy Clerk in recognition of the additional administrative duties undertaken to ensure operational continuity.

13-07/26 Hours and Workload
The Committee discussed mechanisms to monitor officer workloads and ensure adequate administrative support during the interim period.

14-07/26 Staff Training
The Committee formally acknowledged recent staff qualification achievements and **resolved** to recommend a corresponding professional development award for Full Council approval.

15-07/26 Staff Appraisals
The Committee discussed the schedule for upcoming staff performance reviews, agreeing that regular annual appraisals will be prioritised across the staff team.

16-07/26 Employment Matters
The Committee received an update on operational holiday cover provisions and agreed on administrative process improvements moving forward. It was **resolved** to approve the settlement of historical cover wage arrears.

17-07/26 Job Descriptions
The Committee reviewed existing staff job descriptions and confirmed they remain legally compliant and fit for purpose.

CLOSE OF MEETING The meeting closed at 9:35 PM