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Minutes of the Personnel Sub-Committee Meeting, held in the Parish Council Offices on Wednesday 9th September 2026 at 9.00am.

In attendance: Councillors S Heyes (Chair), J Ireland, L Jackson, J Jackson, R Hailstone and V Manro

Officers: Georgina Morgan-Denn, Chief Officer/Clerk & RFO

1. Apologies for Absence
There were no apologies.

2. Declarations of Interest
There were none.

3. Chairman's Announcements
There were none.

4. Minutes of the Previous Meeting
Deferred to next meeting.

5. Staffing Matters
The Chief Officer reminded Members that, as this is a newly constituted Personnel Sub-Committee with new membership, the procedures to be followed are those set out within the Council's Disciplinary and Grievance Policy, as contained in the Staff Handbook. Members were advised that adherence to these procedures is essential to ensure that matters are dealt with consistently, robustly and in accordance with relevant employment legislation.

Members were also reminded that the Council engages independent HR advisers and receives advice and assistance from Wiltshire Council HR team, where appropriate. This support is particularly important in cases which have the potential to result in dismissal, or which may present significant reputational or employment risks to the Council.

The Chief Officer emphasised that the matter considered at this meeting was highly confidential and sensitive. All information, documentation and discussions relating to the case must remain strictly confidential and must not be discussed or disclosed outside of the Sub-Committee with any person who is not authorised to receive that information.

Members were specifically advised that they must not approach, contact or otherwise engage directly with any individual named or involved in the case, including for the purposes of making a welfare check. It was acknowledged that Members may have genuine concerns for an individual's welfare; however, any welfare concerns or requests for contact must be raised through the Chairman, who would oversee and coordinate any appropriate welfare checks to ensure that these did not compromise the confidentiality, integrity or impartiality of the disciplinary process.

Members were reminded that information will be shared with other relevant panels or Members only where necessary and in accordance with the established disciplinary and appeals process. The hierarchy of panels and the separation of roles are in place to safeguard impartiality, independence and the avoidance of actual or perceived bias throughout the process.

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Members were further advised that any breach of confidentiality or failure to comply with the required procedures may be referred to the Standards Committee and the Monitoring Officer at Swindon Borough Council, where appropriate, as such conduct may constitute a breach of Members' obligations under the Code of Conduct and the Member/Officer Protocol.

The Chief Officer confirmed that this reminder would be recorded in the minutes. Members present acknowledged their understanding of the requirements outlined above and confirmed their commitment to complying with the applicable procedures, confidentiality requirements and Members' obligations.

A verbal report was given of the current staffing matter, and the Sub Committee agreed the memberships for a Disciplinary Panel and an Appeals Panel, if required.

6. Items for the next Agenda

To be provided as required.

The meeting closed at 9.30am

Chairman: _____