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Minutes of the Personnel Sub-Committee Meeting, held in the Parish Council Offices on Wednesday 15th July 2026 at 11.00am.

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
Laura Cutter, Deputy Clerk/RFO, HR & Services Manager
Jason Watts, Parks & Facilities Manager

1. Apologies for Absence

Apologies were noted for Councillors A Roupelis (Work Commitments).

2. Declarations of Interest

There were none.

3. Chairman's Announcements

There were none.

4. Minutes of the Previous Meeting

Proposed: Councillor S Heyes

Seconded: Councillor R Hailstone

Vote: Agreed with four (4) Abstentions.

RESOLVED: That the minutes of the Personnel Sub-Committee held on 18th February 2026 be signed as a correct record.

5. Staffing Matters

Members received a confidential report on current staffing matters and agreed the following:

- A. Noted the employment law changes which took effect from April 2026, reviewed the updates to Council's employment policies. The updated Staff Handbook will be taken to a future Full Council meeting. Changes discussed and noted were:
 - Probation Periods – reduced to 12 weeks.
 - Working Patterns - Working pattern details are highlighted because they must be completed for the specific role before issue.
 - Pay - Sick pay wording updated to make clear that statutory sick pay is a day-one legal entitlement, while contractual sick pay depends on service.
 - Family leave - wording is highlighted to show entitlement is governed by current legislation and applies from day one where relevant.
- B. Noted updates to Council's Standard Employment NJC Contract in line with the above legislation changes.

C. Seasonal Staff Members x 3 Retention Proposal

It was agreed to recommend to Full Council to retain the three (3) seasonal members of the Parks & Open Spaces Team on permanent contracts with effect from 1st September 2026. The additional cost to the Council may be offset by future staff changes. It was also agreed to reduce the blanket Cost of Living budget provision from 5.5% to 3.5%, generating estimated savings of approximately £18,500. Members recognised that this remains a risk if the anticipated staff changes do not proceed. Councillors recognised that final figures cannot yet be confirmed, as payroll costs, notice payments, and pension/NI costs are still to be calculated.

Proposed: Councillor S Heyes

Seconded: Councillor R Hailstone

Vote: Agreed unanimously.

RESOLVED: To recommend to Full Council retaining the three (3) seasonal members of the Parks & Open Spaces Team on permanent contracts with effect from 1st September 2026. The additional cost to the Council may be offset by future anticipated staff

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changes. It was also agreed to reduce the blanket Cost of Living budget provision from 5.5% to 3.5%, generating estimated savings of approximately £18,500.

D. Reward & Recognition

Members agreed to recommend to Full Council a revised Reward & Recognition scheme as presented. It will be implemented for the next 6 months at £40 per month, using budget allocated in Staff Larder 4040 / 102 & 307. It was suggested the vouchers could be bought from parish retailers and cafes to help support the local economy.

Proposed: Councillor J Ireland

Seconded: Councillor J Jackson

Vote: Agreed unanimously.

RESOLVED: To recommend to Full Council implementing a revised Reward & Recognition scheme to be implemented for the next 6 months at £40 per month using budget allocated in Staff Larder 4040 / 102 & 307.

- E. Noted the update on investigations into apprenticeships and updates on several success work experience placements recently.
- F. Noted the update on an Informal Investigation.
- G. Noted the benefits of having CALM as the Council's chosen charity, which has had a positive impact on the staffing team with excellent guidance and support provided to the Senior Managers.
- H. Noted a potential staff and council discount to offer via Cross Street Garage on Thames Avenue which will be reported to Full Council for full transparency.
- I. Noted a proposal to join The Ministry of Defence's Bronze Employer Recognition Scheme will be on the Full Council agenda next week.
- J. Noted an ongoing Resident Safeguarding concern which has affected members of the team, and the escalation to Swindon Borough Council's safeguarding team.
- K. Noted the staff training matrix with some associated costs using allocated training budgets 4020 / 101 & 307 (allocation is £10,950 and £5,000 respectively).

6. Items for the next Agenda

To be provided as required.

The meeting closed at 12.18pm.

Chairman: _____