



# St Andrews Parish Council

## **Draft Minutes of the Staffing Committee Meeting Held on Tuesday 28<sup>th</sup> October 2025 at 2:00 pm at Redhouse Community Centre, Swindon**

**Councillors Present:** Daniel Adams, Jake Chandler (Chairman), Steve Heyes, Vince Williams\*  
**Officer Present:** Emma Sylvester  
**Public Present:** 0

\*arrived 2:30pm

### **10. APOLOGIES FOR ABSENCE**

Cllrs Sue MacDonald and Paul West

### **11. DECLARATION OF INTERESTS**

The Clerk declared an interest in Agenda Item 8 Budget and agreed to leave the room during this item.

### **12. MINUTES**

**RESOLVED** to approve the minutes of the last meeting held on 22<sup>nd</sup> July 2025 as a true record and were signed by Cllr Chandler.

### **13. POLICIES**

**RESOLVED** to adopt the following policies as detailed in the documents in the Minute Book: Dress Code, Employee Code of Conduct, LGPS Employers' Discretions Policy, Mobile Phone Policy, Prescription Safety Glasses Policy, and Staff Appraisal Policy.

### **14. APPRAISALS**

The Clerk provided a report on recent staff appraisals. Members noted that no issues were identified and highlighted that employees would benefit from additional training to further develop their skills and effectively support them in their roles.

\* Clerk left 2:11pm

\* Clerk returned 2:16pm

The Chairman expressed appreciation for the Clerk's efforts and commitment in bringing the Council back up to speed

### **15. STAFF ISSUES**

Members discussed a confidential staffing matter.

**RESOLVED** to convene a panel comprising Cllr Jake Chandler, Cllr Adams, and Cllr Young. The Clerk to arrange the meeting and seek further advice from HR.

\* Clerk left 2:30pm

### **16. BUDGET**

\* Clerk returned 2:45pm

Members discussed the report from the Clerk regarding the Council's staff structure and salary review.

**RESOLVED** to approve all recommendations, including changes to job titles, the creation of new vacancies, and amendments to salary scale points, as detailed in the report attached in the Minute Book. New pay awards will take effect from April 2026.

The meeting closed at 2:50 pm.

**Chairman** \_\_\_\_\_

**Date** \_\_\_\_\_