SHRIVENHAM PARISH COUNCIL (SPC)

The Memorial Hall, Highworth Road,
Shrivenham, SN6 8BL
Telephone: 01793 782 925
www.shrivenham.org
Notetaker: Cllr. Lucy Brown

Minutes of Personnel Meeting Wednesday 9 September 2026, 09:00 am in the Claridge room at Shrivenham Memorial Hall

Cllrs. Present: Bob Sheldon (Chair)
Julia Jones
Elaine Ware
Lucy Brown

In attendance:
0 members of staff
0 members of the public (MOP)

Prior to the meeting commencing:
Cllr. Sheldon confirmed OALC advice that committee meetings were permitted to be held in the absence of the Parish Clerk or Proper Officer.
All councillors agreed for Cllr. Brown to take the notes of the meeting.

1. **Apologies for absence:**
   Cllr Richard Page
2. **Declarations of interest:**
   Cllr Brown declared, for transparency, a recent change in employment to independent HR consultant. They clarified that there was no expected conflict of interest as they would not be acting in an advisory position, and had no affiliation with the HR consultancy for discussion.
3. **Public participation:**
   None
4. **Clerk Recruitment – job responsibilities**
   The committee discussed the current responsibilities for Clerk and RFO. Cllr. Brown PROPOSED retaining the Clerk & RFO responsibilities, Cllr. Ware SECONDED, RESOLVED (no full council ratification required, as no change to current arrangement)
   Cllr. Sheldon PROPOSED to move point 6 and 7 forward and to move into confidential session, Cllr. Jones SECONDED, RESOLVED

CONFIDENTIAL SESSION:

5. **Clerk Salary Band** Councillors discussed the salary band of the clerk vacancy, considering salary band of the Finance vacancy. The details of the salary and hours of the vacancies were PROPOSED, SECONDED, and RESOLVED
6. **HR Support** Councillors discussed engaging an external HR Consultancy, advised by OALC. Cllr. Brown clarified that she had no affiliation with the proposed consultancy or its employees. Engaging the OALC Consultancy on an ad hoc basis was PROPOSED, SECONDED and RESOLVED.

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7. **Staffing Issues:**
   The Committee discussed requirement for short term staff cover for essential roles and responsibilities, interim arrangements were PROPOSED, SECONDED, and RESOLVED. The committee discussed recognising staff commitment during August. A recognition plan was PROPOSED, SECONDED and RESOLVED

8. **Agenda items for the next meeting:**
   Recruitment update: Propose to agree shortlisting criteria
   Confidential Session:
   Review support for current staff, future recognition opportunities
   Review HR Support updates
   Review Staffing Issues updates

9. **Date of next Meeting:** Wednesday 16 September 2026 at 9.00 am, Claridge Room (subject to room availability)

10. **Meeting ended:** 10:44 am

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