SHRIVENHAM PARISH COUNCIL (SPC)

The Memorial Hall, Highworth Road,
Shrivenham, SN6 8BL
Telephone: 01793 782 925
www.shrivenham.org
Temporary Clerk: Mia Paterson-Hammond (MP-H)

Minutes of Personnel Meeting Friday 28th August 2026, 10:00 am in the Claridge room at Shrivenham Memorial Hall

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

In attendance:
Mia Paterson-Hammond (Administrative and Hall Officer) appointed note taker.
0 members of the public (MOP)

1. **Apologies for absence:**
   None
2. **Declarations of interest:**
   None
3. To approve minutes for the last Personnel meeting held on the 15th August 2026
   No comments: Cllr. Ware PROPOSED, Cllr. Jones SECONDED, Cllr. Page ABSTAINED, RESOLVED
4. **Public participation:**
   None
5. Cllr. Sheldon PROPOSED to move into confidential session, Cllr. Jones SECONDED, RESOLVED

CONFIDENTIAL SESSION:

6. Motion to move agenda item 6 (HR investigation into agenda item 10, RESOLVED
7. **HR policies:**
   The Committee noted that several core HR policies require updating or replacement, including the Recruitment Policy, Recruitment Procedure, Grievance Policy, Absence Management Policy, and Capability & Disciplinary Policy. Members agreed to seek OALC advice before drafting or adopting new versions.
   A member of the Committee volunteered to contact OALC to seek advice and explore outsourced HR options. It was PROPOSED, SECONDED, and RESOLVED that this councillor will act as HR Liaison, undertaking initial enquiries into job descriptions, training structure, and other HR or recruitment essentials. Recommendation to be ratified at next full SPC meeting.
8. **Review of staff employment contracts:**
   Committee RESOLVED in previous agenda item
9. **Finance officer recruitment:**
   The Committee considered the need to extend the temporary contract of the current Finance Officer for up to a further three months, subject to ratification by Full Council. A motion to proceed was PROPOSED, SECONDED, and RESOLVED.

Appointed note taker, MP-H was asked to leave to discuss further confidential agenda items.

Shrivenham Parish Council - Approved

MP-H Left at 10:43 am
Appointed note taker Cllr. Brown.
Further CONFIDENTIAL session

10. Staffing issues: Councillors discussed seeking advice from OALC on further staffing issues and recommendation for external hr consultancy support.
11. Refer to agenda point 6 – HR investigation: Councillors discussed matter.
12. Agenda items for next meeting: Recruitment, staffing updates
13. Date of next Meeting: Wednesday 9 September, time TBC
14. Meeting ended: 11:31 am

Shrivenham Parish Council - Approved