

SOUTH SWINDON PARISH COUNCIL

Dear Councillor,

12 February 2025

**You are formally invited to attend a meeting of the
EXECUTIVE SUB-COMMITTEE
to be held on TUESDAY 17 FEBRUARY 2025 at 6.00pm
in the Council Chamber, Parish Offices, Gladstone Street, Swindon SN1 2AU**



Jake Mee
Chief Executive Officer

AGENDA NOTICE

Public Questions, Comments or Representations (**maximum of 10 minutes**)

1. **Apologies**
2. **Declarations of Interest & Applications for Dispensation**
To receive any Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 20 May 2025.
3. **Admission of Public and Press**
To resolve in accordance with standing order 3(d) that 'in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they be instructed to withdraw'. **Reason: Staffing**
4. **Terms of Reference**
To formally adopt the Terms of Reference.
5. **Staff Survey**
To consider the findings of the staff survey.
6. **Sub-Committee Work Plan**
To agree a work plan.
7. **Executive Oversight**
To agree arrangements in accordance with the Terms of Reference.
8. **Performance Review Arrangements**
To agree the Executive Team appraisal arrangements.
9. **Reporting to Finance & Staffing Committee**
To agree the format for reporting to Finance & Staffing Committee.

Members of Committee

Neil Hopkins (Chair)
Rebecca Banwell-Moore (Vice-Chair)
John Firmin
Linda Kasmaty
Steve Allsopp

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation), Crime and Disorder, Health & Safety and Human Rights.