South Swindon Parish Council
Executive Sub-Committee
Minutes of the meeting held on 17 February 2026 at 6.00pm
In the Parish Council Office, Gladstone Street, SN1 2AU

Present:	Cllr Neil Hopkins (Chair) Cllr John Firmin Cllr Linda Kasmaty	Cllr Rebecca Banwell-Moore (Vice-Chair)
Apologies:		
Absent:	Cllr Steve Allsopp	
Officers:	Jake Mee Matt Leather	CEO Deputy CEO
Public:	None	
Public Questions:	None.	

2526 – 276 **Apologies**
The Committee received no apologies.

2526 – 277 **Declaration of interest & Applications for dispensation**
None declared.

2526 – 278 **Admission of Public and Press**

RESOLVED: That 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.

2526 – 279 **Terms of Reference**
The Parish Council CEO tabled the Sub-Committee's Terms of Reference, a copy of which appears in the Minute Book as Appendix A. The CEO explained that the Terms of Reference had been considered by Full Council but requested these are adopted by the sub-committee.

RESOLVED: The Sub-Committee's Terms of Reference be adopted.

2526 – 280 **Staff Survey**
The CEO submitted a report providing guidance on all sub-committee agenda items a copy of which appears in the Minute Book as Appendix B. The CEO referred to the recent Staff Survey, the report of which was tabled at the January Finance & Staffing Committee. The CEO asked members to consider the survey findings and agree priority areas for the executive management team. JF highlighted that some of the survey findings would be general Finance & Staffing Committee issues and that the sub-committee needed to focus on issues related to the Parish Council's executive management team.

Recommendation
That members consider the survey findings and agree the priority areas for action and reporting.

RESOLVED: The CEO bring a report to the next sub-committee meeting identifying priority areas from the Staff Survey related to the executive management team that will require action and reporting.

2526 – 281 **<u>Sub-Committee Work Plan</u>**

The CEO proposed that the sub-committee agrees a structured work plan to guide its activities over the coming year. The CEO further identified areas that could be included within this work plan.

<u>Recommendation</u>

That members agree a work plan and instruct the CEO to bring a report to the next meeting.

RESOLVED: The CEO to present a report to the next sub-committee meeting outlining areas of council work under the purview of this sub-committee.

2526 – 282 **<u>Executive Oversight</u>**

The CEO advised the sub-committee that it needed to establish and agree the format and frequency for ongoing reporting of employment matters related to the executive management team that are within the purview of this sub-committee.

<u>Recommendation</u>

That the format and frequency for ongoing reporting of processes is set as they are established.

RESOLVED:

1) The Vice-Chair of the Council to present a proposed template for Time off in lieu recording.
2) That that the sub-committee receive reports at each sub-committee meeting which records the following employment matters related to the executive management team:
   i) Working from Home Requests and Arrangements
   ii) Sickness and Absence
   iii) Annual Leave
   iv) Expenses
   v) Training and Development

2526 – 283 **<u>Performance Review Arrangements</u>**

The CEO advised the sub-committee that it should agree the broad framework for appraisals of the CEO and Deputy CEO and identified key decisions to be taken.

<u>Recommendation</u>

That the sub-committee agrees to the framework for performance reviews and decide who will prepare a draft appraisal process for consideration at the next meeting.

RESOLVED:

1) That the CEO Performance Review Panel will comprise 3 members of the sub-committee, including the Chair and Vice-Chair.
2) That the Deputy CEO and Services Manager's Performance Review Panel will comprise the CEO and 2 members of the sub-committee.
3) That the CEO provide a draft performance review form for the sub-committee to consider.
4) That the Executive Team Performance Review Panels take place in March in line with other council staff.

2526 – 284 **<u>Reporting to Finance & Staffing Committee</u>**

The CEO highlighted that the sub-committee's Terms of Reference require its decisions to be reported to the Finance & Staffing Committee on a quarterly basis. The CEO said this reporting needed to balance the need for transparency and accountability with the requirement to maintain confidentiality on sensitive personal matters. The CEO suggested that the report to Finance & Staffing confirm that the sub-committee has met, summarise any policy or procedural decisions made and flag any matters requiring escalation without disclosing personal information relating to sickness, absence or individual circumstances.

Recommendation
That the sub-committee agrees the reporting format to Finance & Staffing Committee.

RESOLVED: That the sub-committee reports to Finance & Staffing Committee should include a summary of decisions made and highlighting any matters requiring further escalation.

Meeting Closes at 18:30

Signed………………………

Date…………………………

Chair of the Executive Sub-Committee