

South Swindon Parish Council
Executive Sub-Committee

Minutes of the meeting held on 08 September 2026 at 6.30pm
In the Parish Council Office, Gladstone Street, SN1 2AU

Present:

Cllr Neil Hopkins (Chair)	Cllr Marianne Le Coyte Grinney
Cllr John Firmin	(Vice-Chair)
Cllr Sally Hawson	Cllr Linda Kasmaty

Apologies:

Absent:

Officers:

Jake Mee	CEO
Matt Leather	Deputy CEO
Steve Hills	Services Manager

Public: None

Public Questions: None.

2627- 162 **Apologies**
No apologies received.

2627- 163 **Declaration of interest & Applications for dispensation**
None declared.

2627- 164 **Minutes of Executive Sub-Committee**
The Sub-Committee was presented with the draft minutes for the Executive Sub-Committee meeting held on 11 August 2026 for noting. A copy of which appears in the Minute Book as Appendix A.
RESOLVED: To note the minutes of the Executive Sub-Committee Meeting held on Tuesday 11 August 2026.

2627- 165 **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.

2627- 166 **Executive Oversight**
The Sub-Committee were presented with an Executive Oversight report including Executive Team sickness, annual leave and TOIL. A copy of which appears in the Confidential Minute Book as Appendix B.
RESOLVED: To note the Executive Oversight report and approve annual leave requests detailed in the report.

2627- 167 **Executive Management Team Appraisals and Pay Progression**
The CEO presented a report for the Sub-Committee to consider. A copy of which appears in the Confidential Minute Book as Appendix C.
RESOLVED: That the Executive Sub-Committee notes the outcome of the CEO appraisal and the positive findings of the appraisal panel and that the CEO should progress to the next increment on the pay scale.
RESOLVED: That a report on the objectives of the Executive Management Team be brought to the next meeting.

2627- 168

Sub-Committee Work Plan

The CEO and Deputy CEO updated the sub-committee on upcoming steps to create a work plan, working alongside the council's new HR contractor. This includes establishing a Staffing Action Plan for the whole council.

RESOLVED: That a Staffing Action Plan be developed with the council's HR contractor and adopted at the next Finance & Staffing Committee.

Meeting Closes at 7.05pm

Signed.....

Date.....

Chair of the Executive Sub-Committee