Oakham Town Council

Rol House, Long Row, Oakham, Rutland, LE15 6LN. Tel: 01572 723627
Email: enquiries@oakhamtowncouncil.gov.uk
www.oakhamtowncouncil.gov.uk

An ORDINARY MEETING of the STAFFING COMMITTEE was held on Wednesday 29th July 2026 at 6.00pm at the Council Offices and was attended by the following:

Chairman: Cllr D. Romney

Committee Members: Cllr SA Wadsworth, Cllr B. Callaghan

In Attendance: 1 member of the public

Locum Clerk/Minutes: Samantha Haywood

ITEM	MINUTE	VOTE / ACTION
SC26001.	**ELECTION OF CHAIRMAN**	
	One nomination was received. IT WAS RESOLVED that Committee approve Cllr Romney as Chairman.	Proposed:BC Seconded:SAW All in favour Clerk
SC26002.	**ELECTION OF VICE-CHAIRMAN**	
	One nomination was received. IT WAS RESOLVED that Committee approve Cllr Callaghan as Vice-Chairman.	Proposed:DR Seconded:BC All in favour Clerk
SC26003.	**APOLOGIES FOR ABSENCE**	
	Cllr Brookes – Council business, Cllr Padmore - personal. IT WAS RESOLVED that Committee accept the apologies.	Proposed:SAW Seconded:BC All in favour
SC26004.	**DECLARATIONS OF INTERESTS AND DISPENSATIONS**	
	None.	
SC26005.	**DEPUTATIONS FROM MEMBERS OF THE PUBLIC - OPEN MEETING**	
	None.	
SC26006.	**DATE OF NEXT MEETING**	
	IT WAS RESOLVED that Committee approve 17.08.26 at 6pm for the next meeting provisionally subject to availability.	Proposed:SAW Seconded:BC All in favour Clerk / All

SC26007.	**CONTRACT OF EMPLOYMENT**	
	The Clerk had recommended that Council adopt the latest NALC Model Contract of Employment with several amendments which were circulated to all. The contract to be used for all new employees moving forwards, plus consultation to take place with the existing employees with the aim of all employees being on the same contract. IT WAS RESOLVED that Committee approve the NALC Model Contract of Employment with the Clerks suggested amendments and recommendations, and to make a recommendation to Full Council for adoption. The contract to be checked to ensure it contains a clause for Officers to have a DBS check.	Proposed:BC Seconded:SAW All in favour Clerk
SC26008.	**EXCLUSION OF PRESS AND PUBLIC**	
	IT WAS RESOLVED that Committee approve, that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following agenda items on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, as per Standing Order 3d, and that all recording devices are turned off.	Proposed:BC Seconded:SAW All in favour
SC26009.	**STAFFING REVIEW**	
	The Clerk had undertaken a staffing review which included staffing structure, salary re/evaluations, comparison with other local councils, succession planning, opening of the Council office with very limited lone working, job descriptions/person specifications etc. An extensive discussion took place and the report was gone through item by item. IT WAS RESOLVED that Committee approve the staffing review and its contents in entirety and make a recommendation to Full Council that they approve the review. IT WAS RESOLVED that the interview panels consist of Cllr Romney, Cllr Callaghan and the Clerk, with Cllr Wadsworth in reserve. IT WAS RESOLVED that due to the severe staff shortages, and Council having approved two part-time temporary Administration Assistants, that for quickness, temps to be used for an initial 2-month period.	Proposed:DR Seconded:SAW All in favour Clerk Proposed:DR Seconded:SAW All in favour Clerk Proposed:DR Seconded:SAW All in favour Clerk
SC26010.	**STAFFING**	
i.	**Staffing**	
	An update was given and noted on the current staffing.	
ii.	**Locum Clerk**	
	IT WAS RESOLVED that a recommendation be made to Full Council to extend the LGRC Locum Clerks contract for up to another 4 months and then it can be reviewed again if needed.	Proposed:DR Seconded:SAW All in favour Clerk
iii.	**HR Support**	
	The Clerk reported that Council had two HR support contracts, one with LGRC for 6-months which expires October 2026 and one with Peninsula which expires May 2028. The Clerk reported that she would present an item to the next Full Council meeting to not renew the LGRC contract.	Clerk
iv.	**Acting Deputy Clerk**	
	IT WAS RESOLVED that Committee note the resignation of Melanie Palmer and that sincere thanks are passed to her for all her hard work and that she be wished the very best for the future.	Proposed:DR Seconded:SAW All in favour Clerk

The meeting closed at 7.20 pm.

Chairman ……………………………………………..……………….   Date: ………………………………