# Oakham Town Council

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**An ORDINARY MEETING of the STAFFING COMMITTEE was held on Wednesday 7th October 2026 at 6.00pm at the Council Offices and was attended by the following:**

Chairman: Cllr D. Romney

Committee Members: Cllr B. Callaghan, Cllr M. Brookes, Cllr Padmore

In Attendance: 1 member of the public

Locum Clerk/Minutes: Samantha Haywood

| ITEM | MINUTE | VOTE / ACTION |
|---|---|---|
| **SC26018.** | **APOLOGIES FOR ABSENCE** | |
| | None. | |
| **SC26019.** | **DECLARATIONS OF INTERESTS AND DISPENSATIONS** | |
| | None. | |
| **SC26020.** | **DEPUTATIONS FROM MEMBERS OF THE PUBLIC - OPEN MEETING** | |
| | None. | |
| **SC26021.** | **APPROVAL OF MINUTES** | |
| | IT WAS RESOLVED that Committee approve and sign the minutes of the Staffing Committee meeting held on 17.08.26 as a true and accurate record. | Proposed:MB<br>Seconded:BC<br>All in favour<br>Clerk |
| **SC26022.** | **DATE OF NEXT MEETING** | |
| | IT WAS RESOLVED that Committee approve the date of the next meeting to be held on 24.11.26 at 6pm.<br><br>*Cllr Padmore joined the meeting.* | Proposed:DR<br>Seconded:MB<br>All in favour<br>Clerk / All |
| **SC26023.** | **RECRUITMENT OF NEW STAFF** | |
| **i.** | **Job Advertisements** | |
| | The Clerk had drafted and circulated job advertisements for the Clerk, RFO, Communications & Events Officer, and Administration Officer job vacancies as per the Staffing Review agreed by Committee and Full Council to include: | |

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| | • Town Clerk – Full-time 37 hrs p/wk, SCP39-40<br>• RFO – Part-time 15 hrs p/wk, SCP19-23<br>• Communications & Events Officer – Part-time 22.5 hrs p/wk, SCP15-17<br>• Administration Officer – Part-time 15 hrs p/wk, SCP7-9<br><br>IT WAS RESOLVED that Committee approve the job advertisements for publication. | Proposed:AP<br>Seconded:SAW<br>All in favour<br>Clerk |
| **ii.** | **Job Advertising Costs** | |
| | IT WAS RESOLVED that Committee approve, and recommend to Full Council for approval, the proposed advertising costs for the four Officer vacancies to be advertised via SLCC and NALC at a total cost of £896 + VAT and noting that all other forms of advertising has no cost involved – website, facebook, LGRC, noticeboards etc as detailed in the approved staffing review | Proposed:BC<br>Seconded:MB<br>All in favour<br>Clerk |
| **iii.** | **Interview questions** | |
| | The Clerk had drafted and circulated proposed interview questions for the Clerk, RFO, Communications & Events Officer, and Administration Officer job vacancies.<br><br>IT WAS RESOLVED that Committee approve the interview questions for the four roles. | Proposed:MB<br>Seconded:AP<br>All in favour<br>Clerk |
| **SC26024.** | **STAFF WORKLOAD / WELLBEING** | |
| | The Clerk gave an update which included:<br>• The workload is extensive and an awful lot of it is high priority.<br>• The two new temporary part-time Administrators have been a great help. One has taken on organising the Christmas Light Switch-on event and the other is helping with general administration and working to help clear some of the backlog of urgent priority work. The Administrator who was working on the Christmas event has resigned unfortunately due to personal reasons but the other Administrator has taken on the project.<br>• The Clerk is having to spend most of her time compiling agendas, typing up minutes and actioning outcomes from each meeting so there is little time to do anything else. The Clerk asked that meetings are kept to a minimum until the new team is in place.<br>• The Clerk has entered all accounts information into the Rialtas software system so it is now up-to-date. The sales and purchase ledgers have been added to the software and these have also now been populated. There were extensive changes to the budget, headings, cost centres and nominal codes required which resulted in a lot of journals that were time-consuming.<br>• The Clerk asked that emails are also kept to a minimum as there are a lot of duplicate emails and a lot that are chasing work. This just adds to the workload and is not helpful.<br>• Committee asked for an up-to-date To Do List. The Clerk advised that other work with a higher priority has had to take precedence over this. The list is not up to date and involves going through hundreds of emails to do so.<br>• Once the new team is in place. This will enable a lot more work to be carried out and the council to be able to move forward a lot quicker.<br><br>The Clerk had drafted and circulated an Organisational Stabilisation report. The purpose of the report is to provide Members with an overview of the Council's current organisational position following a period of significant staffing turnover, employment-related issues, insufficient staffing capacity and inconsistent administrative arrangements.<br><br>The report:<br>o identifies the principal organisational issues currently affecting the Council;<br>o outlines the action already taken to stabilise the organisation; | |

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| | ○ explains the current workload and the reasons for the significant backlog of work;<br>○ sets out the staffing changes now being implemented;<br>○ identifies key governance, staffing and operational risks;<br>○ proposes a programme of further improvement; and<br>○ seeks Council's support for the measures required to establish a stable, professional and sustainable organisation.<br><br>The intention is not to attribute blame for historic difficulties, but to ensure that the Council understands the current position and agrees a structured approach to resolving outstanding matters and preventing similar issues arising in the future.<br><br>IT WAS RESOLVED that Committee accept the Organisational Stabilisation report and that it is added to each Staffing Committee meeting agenda for an update each time.<br><br>IT WAS RESOLVED that Committee approve all the recommendations as detailed in the Organisational Stabilisation report:<br><br>➢ To note the organisational position and the significant historic and current workload pressures identified within this report.<br>➢ To note the actions already taken to stabilise the Council's staffing and administration.<br>➢ To support the implementation of the revised staffing structure and recruitment to the four new posts.<br>➢ To support the development and implementation of a structured organisational improvement programme.<br>➢ To require the review and strengthening of the Council's Member/Officer Protocol and associated communication arrangements.<br>➢ To support the introduction of appropriate training and professional development for Members and Officers.<br>➢ To support the review and strengthening of the Council's HR, financial, administrative, document management and information governance arrangements.<br>➢ To require that historic outstanding matters are prioritised according to statutory requirements, legal, financial and governance risk and available resources.<br>➢ To receive regular reports on progress against the organisational improvement programme.<br>➢ To recognise the significant workload currently being undertaken by officers and to support a proportionate, risk-based approach to the resolution of historic matters.<br>➢ To reaffirm the Council's commitment to a professional, respectful and supportive working environment for all Members and officers.<br><br>IT WAS RESOLVED that Committee approve the Clerk not supplying a To Do List on a regular basis due to the time it takes to compile and takes time away from other higher priority tasks, and to trust the Clerk to prioritise their workload appropriately. | Proposed:MB<br>Seconded:BC<br>All in favour<br>Clerk / All<br><br>Proposed:DR<br>Seconded:MB<br>All in favour<br>Clerk / All<br><br>Proposed:BC<br>Seconded:MB<br>All in favour<br>Clerk |
| **SC26025.** | **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<br>Seconded:MB<br>All in favour |
| **SC26026.** | **CONFIDENTIAL STAFFING MATTERS** | |
| **i.** | **Confidential Staffing Matter** | |
| | The Clerk gave an update on a confidential staffing matter. | |

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| **ii.** | **Staff Turnover** | |
| | Staff turnover over the past few years, what measures have been put in place to date to improve staff retention and efficiency, lessons learned, and to consider any further measures that can be put in place – see Staff Workload/Wellbeing above, plan implemented in the Organisational Stabilisation report. | |

The meeting closed at 6.41 pm.

Chairman ……..……. Date: ……

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