

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE

Held on Wednesday 16th September 2026 at 7.00pm

PRESENT: Cllr James Swyer – Deputy Mayor
Cllr Michael Thierry – Chair of Policy & Finance Committee
Cllr Luke Dadford
Cllr Rae Frederick
Cllr Glenys Turner

IN ATTENDANCE: Mrs Charmaine Bennett, Town Clerk
Mrs Jo Hurd, Deputy Town Clerk

ABSENT: Cllr Mary DeBoos – Town Mayor
Cllr Gareth DeBoos
Cllr John Haywood - Chairman
Cllr Peter Kelleher

S/0148

APPOINTMENT OF A CHAIR

RESOLVED: That Cllr Swyer be appointed to Chair the meeting in the absence of Cllr Haywood.

S/0149

APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllrs M DeBoos, G DeBoos, Haywood and Kelleher.

S/0150

DECLARATIONS OF INTEREST

No interests were declared.

S/0151

MINUTES OF THE PREVIOUS MEETING

With regard to minute S/0144 concerning the extension of notice periods for existing management posts, it was noted that informal discussions had taken place with the relevant employees, although arrangements had yet to be formalised.

RESOLVED: That the minutes of the meeting held on 11th March 2026, having been circulated, be approved and signed by the Chairman as a correct record.

S/0152

EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted (*Annex A - Confidential minute*)

S/0153

STRATEGIC WORKFORCE REVIEW

Members considered the Town Clerk's report (*Confidential Annex B*) and the recommendations therein.

The Town Clerk explained that, whilst the Council had previously undertaken a strategic review which had been considered by all committees, the Staffing Committee had not specifically considered workforce implications despite staff being identified within the Council's Strategy as a key enabler of service delivery. The report therefore provided an initial strategic workforce review and highlighted a number of areas for future consideration.

The importance of succession planning was discussed and Members acknowledged that apprenticeships or trainee roles could be a useful means of supporting workforce resilience.

Members also considered workforce development and the provision of training and professional support. It was noted that the current training budget was generally sufficient to meet mandatory and essential training requirements but provided limited capacity for wider professional development activities.

The Town Clerk highlighted the issue of organisational capacity and the impact of unplanned matters and emerging priorities on the Council's ability to progress strategic projects and improvement initiatives. Whilst no specific recommendations were being made at this stage, Members noted that these matters should be considered as part of future budget-setting discussions.

Members also discussed the adequacy of the councillor training budget, noting opportunities available through Hampshire Association of Local Councils and the potential requirements arising from Local Government Reorganisation. It was suggested that sufficient provision should be made for the induction and training of any new councillors elected in May 2027 and after subsequent elections.

- RESOLVED:**
- 1) That the contents of the Initial Strategic Workforce Review 2026 be noted;
 - 2) That the matters identified within the report represent appropriate strategic workplace priorities for the Council including:-
 - i) opportunities to strengthen workforce resilience through measures such as succession planning, apprenticeships, trainee roles and other workforce development initiatives.
 - ii) Workforce development, including skills development, training provision and specialist support.
 - iii) Opportunities to strengthen organisational capacity to support strategic projects, organisational improvement and delivery of the Council's ambitions.
 - 3) That the development of a more strategic approach to workforce planning and workforce development to inform future strategic planning and budget-setting discussions be supported.
 - 4) That consideration be given during the budget-setting process to ensuring sufficient provision for councillor training, including induction and development requirements arising from local elections in May 2027 and subsequent elections.

ACTION C Bennett

S/0154

EMPLOYMENT MATTER UPDATE

Members considered the Town Clerk's report (*Confidential Annex C*) and the recommendations therein.

RESOLVED: That the Town Clerk's report (*Confidential Annex C*) be noted and the recommendations therein be agreed.

ACTION C Bennett

There being no further business, the Chairman closed the meeting at 7.43pm.

Note: The text in the Action Boxes above does not form part of these minutes.

RECEIVED
30th September 2026

APPROVED
17th March 2027

TOWN MAYOR

COMMITTEE CHAIRMAN