



Bursledon Parish Council

Minutes of the Staffing Committee

Minutes of the meeting of the Staffing Committee of Bursledon Parish Council held on
Wednesday 8th July 2026 at 9:30am at Bursledon Community Library.

Members of the Committee in attendance: Councillors M Penn, S Holes and M Ndongo Owona

Officers of the Council Present: James Atkinson (Clerk)

SC001/26 Election of Chair of the Staffing Committee

Nominations were received for Chair of the Staffing Committee for the 2026/27 municipal year.

RESOLVED: That Cllr M Penn be elected Chair of the Staffing Committee for the 2026/27 municipal year.

SC002/26 Election of Vice-Chair of the Staffing Committee

Nominations were received for Vice-Chair of the Staffing Committee for the 2026/27 municipal year.

RESOLVED: That Cllr S Holes be elected Vice-Chair of the Staffing Committee for the 2026/27 municipal year.

SC003/26 Apologies for Absence

Apologies for absence were received from Cllr J O'Sullivan.

RESOLVED: That the apologies received be accepted.

SC004/26 Declarations of Interest

There were no declarations of interest.

SC005/26 Exclusion of Press and Public

RESOLVED: That the press and public be excluded from the meeting for the following business due to the confidential nature of the matters to be considered.

SC006/26 Staffing Matters and Current Workload Pressures

Members considered the report on staffing matters, including the recent Grounds Maintenance Operative recruitment process, current workload pressures and associated staffing considerations.

The Committee noted the current staffing pressures across the Council, including the impact of increased operational, administrative and resident-facing workload.

Members considered the proposal for a temporary increase in the Clerk's hours to provide short-term support while wider staffing matters are reviewed.

RESOLVED: That the Staffing Committee:

1. notes the current staffing pressures across the Council, including the impact of increased operational, administrative and resident-facing workload; and
2. approves that the Clerk may work up to 5 additional hours per week on a temporary basis for an initial period of four months, subject to the Clerk and RFO confirming the appropriate budget provision in accordance with the Council's Financial Regulations.

It was further noted that the arrangement would be reviewed at the next Staffing Committee meeting.

SC007/26 Staff Appraisals and Development Planning

Members considered arrangements for staff appraisals, reviews, training needs and development planning.

The Committee discussed the need to re-establish an annual staff appraisal and development planning process for all employees.

RESOLVED: That the Staffing Committee agrees to re-establish a structured staff appraisal, review and development planning process for all employees, and authorises the Clerk to prepare the necessary template, timetable and reporting arrangements for implementation, following completion of the independent staffing review, where appropriate.

SC008/26 Independent Staffing Structure and Benchmarking Review

Members considered the report on commissioning an independent staffing structure and benchmarking review.

The Committee noted the need to assess the Council's current and future staffing capacity, resilience, grading and reporting arrangements.

RESOLVED: That the Staffing Committee:

1. agrees to commission an independent staffing structure and benchmarking review to assess the Council's current and future staffing capacity, resilience, grading and reporting arrangements; and
2. authorises the Clerk, in consultation with the Responsible Financial Officer, to confirm the appointment.

SC009/26 Close of Meeting and Date of Next Meeting

The meeting concluded at 10:30am.

The next meeting of the Staffing Committee will be held at Bursledon Community Library on Wednesday 7th October 2026.

Signed: _____

Date: _____