DRAFT MINUTES OF THE EMPLOYMENT COMMITTEE MEETING

Date: Monday 29th June 2026
Time: 6:30 pm
Venue: 29 Mill Race View, Atherstone, CV9 3AR
Councillors: Cllr S Bishop, Cllr J Chambers, Cllr D Wright and Cllr K Barnett.
In attendance: J Turner (Locum Town Clerk and RFO) and S Oldham (Deputy Clerk).
Members of the Public/Press: None.

1. Election of Chair to the Employment Committee for the 2026-2027 Civic Year
It was proposed that Cllr S Bishop be elected Chair of the Employment Committee for the 2026-2027 Civic Year.

RESOLVED: It was unanimously agreed that Cllr S Bishop be elected Chair of the Employment Committee for the 2026-2027 Civic Year.

2. Election of Vice-Chair to the Employment Committee for the 2026-2027 Civic Year
No nominations were received for the position of Vice-Chair. The position therefore remained vacant.

3. Apologies: To receive and approve reasons for absence
No apologies for absence were received.

4. Declarations of Interests and Dispensations: To receive Declarations of Interests and consider grant of dispensations of which written notice has been received by the Clerk
No declarations of interests or requests for dispensations were received.

5. Minutes of Previous Meeting: To approve the minutes of the Employment Committee held on 2nd January 2026
RESOLVED: It was unanimously agreed to approve the minutes of the Employment Committee meeting held on 2nd January 2026 as a true and accurate record.

6. Closed Session: To consider moving into a closed session and exclude the public and press, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, where publicity would be prejudicial to the public interest due to the confidential nature of the business to be discussed for the below items
RESOLVED: It was unanimously agreed to move into closed session and to exclude the public and press in accordance with the Public Bodies (Admissions to Meetings) Act 1960, on the basis that publicity would be prejudicial to the public interest due to the confidential nature of the business to be discussed.

7. Resilience: To consider any actions required relating to staff resilience
The Committee received and considered the report of the Clerk and Responsible Financial Officer regarding Officer Service Delivery and Business Continuity Arrangements for July and August 2026.

The Clerk explained that officer capacity would be temporarily reduced during July and August 2026 as a result of approved annual leave and a pre-arranged planned absence. Members noted that these arrangements had been planned in advance and that the Clerk had undertaken a review of statutory deadlines, operational priorities, officer responsibilities and service continuity arrangements.

It was noted that the Office Administrator would act as the lead officer on the ground during the relevant period, with the Clerk remaining available to provide support and to deal with urgent, statutory, financial and governance matters as required.

Members noted that the Cemetery Office would close for a planned period of approximately two weeks during approved annual leave. It was confirmed that this would affect routine cemetery administration only, and that funeral bookings, burials and urgent cemetery matters would continue to be supported.

The Clerk confirmed that workload would be actively prioritised. Statutory duties, financial management, democratic services, cemetery administration, resident-facing enquiries, planning consultations, urgent repairs and health and safety matters would take priority over longer-term project work and non-urgent administrative tasks.

Members discussed the importance of minimising non-essential officer requests during the period of reduced capacity. It was agreed that Councillors should email any officer requests so that they could be logged and prioritised appropriately. It was further noted that officer time would be aligned to the Council priorities agreed at Full Council and that working groups should only meet with officer involvement where this had been properly planned and resourced.

The Committee considered whether additional contingency arrangements should be put in place in the event of prolonged absence or an unexpected reduction in staffing capacity. Members agreed that a clear delegated arrangement should be recommended to Full Council, so that the Clerk/RFO could take timely action if required.

RESOLVED: It was unanimously agreed to note the report and to confirm that the Committee was satisfied that appropriate business continuity arrangements were in place to ensure the continued delivery of statutory and priority Council services during July and August 2026.

RESOLVED: It was unanimously agreed to note the temporary reduction in officer capacity during July and August 2026 arising from approved annual leave and a pre-arranged planned absence.

RESOLVED: It was unanimously agreed to note that the Cemetery Office would close for a planned period of approximately two weeks, with routine cemetery administration temporarily suspended during that period, but with funeral bookings, burials and urgent cemetery matters continuing to be supported.

RECOMMENDED TO FULL COUNCIL: That a contingency locum staffing budget be pre-approved for use if required during July and August 2026, and that delegated authority be given to the Locum Clerk/RFO to incur expenditure from that budget where necessary to maintain statutory, financial, cemetery or priority operational services during any period of prolonged staff absence or unexpected reduction in staffing capacity.

ACTION: Councillors to send any officer requests by email so that they can be triaged and prioritised. Working group activity requiring officer support should be planned in advance and aligned with the Council priorities agreed at Full Council.

8. Caretaking Situation at The Arcade: To consider the caretaking situation at The Arcade

The Committee considered the current caretaking arrangements at The Arcade. Members discussed whether any immediate change was required and noted that the current arrangements were operating satisfactorily at present.

The Clerk advised that further work was required to fully understand the operational requirements of the role, including keyholding arrangements, security responsibilities, retail management responsibilities and any overlap with other Council duties. It was noted that the Council should avoid making changes until the responsibilities and expectations had been properly reviewed.

Members considered whether a management company was required. It was noted that, as the office was now fully staffed and existing arrangements were functioning, there was no immediate requirement to appoint a management company. The position would be reviewed during the next budget-setting process if required.

The Committee agreed that the wider caretaking, keyholding and Arcade operational arrangements should be reviewed in September 2026. This review should include consideration of regular duties which could be added to job descriptions, whether keyholding responsibilities should be formally recognised, and whether any combined role with cemetery gatekeeping duties would be appropriate.

RESOLVED: It was unanimously agreed to maintain the current caretaking arrangements at The Arcade for the time being and to defer a fuller review until September 2026.

RESOLVED: It was unanimously agreed that officers review the duties linked to the running of The Arcade, including keyholding, security, retail management and any potential overlap with cemetery gatekeeping arrangements, and report back as appropriate.

ACTION: The Deputy Clerk to arrange an appraisal/review meeting with the Caretaker for September 2026 and to contact the Caretaker to place a date in the diary.

The meeting closed at 7:23 pm.

Signed: .... Date: ....

Chair of the Employment Committee