

Minutes of the Littlemore Parish Council Personnel & Standards Committee Meeting Held on Monday 5th January 2026 at Littlemore Village Hall

Present: Cllrs Susie Aldridge (Chair), Peter George, Dorian Hancock, Lynne Davies, Maggie Willis and Anne Stares.

In attendance: Tim Cann (Acting Clerk)

Members of the Public: 0

Meeting opened: 09:45

Public Forum No members of the public present.

PC 29/25 Chair's Welcome: The chair welcomed everyone.

PC 30/25 Apologies for absence: Councillor Mustafa-Awan – Childcare issues.

PC 31/25 Declarations of Interest: None.

PC 32/25 Minutes of Previous Meeting

It was RESOLVED the minutes of the Personnel & Standards Committee meeting held on Monday 1st December 2025 are a true record.

PC 33/25 Chairs Update

- No updates to report.

Councillor Stares joined the meeting.

PC 34/25 Review of Co-Option Policy:

- The Clerk advised the committee that a co-option at the February full council meeting is not possible as 30 consecutive days would not have lapsed.
- A sentence regarding training is to be inserted into 'Introduction'.
- The council Social Media policy and Respect agreement also needs adding.
- Applicants should receive code of conduct and all policies with the application form.
- Interested persons will be required to register their interest by completing the attached application form for consideration by Members.
- Clerk to check if application form can include their proposer and seconder.
- It was RESOLVED that, at this present time, Littlemore Parish Council is not in a position to practicably co-opt any candidates without further work needed by this committee.
- It was RESOLVED a working group meeting be set up for Monday 12th January at 9:45am in the Littlemore Community Centre.

PC 36/25 Review of Clerk vacancy documents, procedures:

- The Clerk advised that he was awaiting a response from OALC regarding the initial job documents.
- Councillor Willis had further queries regarding whether some specific responsibilities currently allocated to Clerk should not be in RFO.
- Councillor George reported that he had spoken to the Chair of Littlemore Community Centre for a potential office base for the Clerk. No firm details had been discussed or agreed.

- It was RESOLVED the advert should include 'Place of Employment is Littlemore with the option of working from home, to be agreed between the employer and successful candidate'
- Closing date for applications to be Thursday 12th February 2026.
- Advert to appear:
 - on the Littlemore Parish Council website,
 - Littlemore Parish Council noticeboards,
 - Littlemore Local,
 - OALC Newsletter and website,
 - SLCC website,
 - Oxford Job Centre,
 - Oxford City Council notifications,
 - Oxford Times/Mail,
 - Daily Information,
 - LinkedIn.

- It was RESOLVED the Financial & General-Purpose Committee be asked to agree a budget of £2,500.00 from Staff Contingency in reserves for advertising.

PC 36/25 Date of Next Meeting: Monday 26th January 2026 at 9:45am in the Littlemore Community Centre.

CLOSED:12:38.

Signed: Cllr Susie Aldridge. Chair.
Date: