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Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187

Town Clerk and RFO Linda Roberts BA(Hons) PGCAP, FHEA, FLSCC

To: Councillor S Crundell (Chair)

Councillor P Aves
Councillor J Crundell
Councillor J Oatley
Councillor T Price

5 January 2024

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend the **Staffing Committee** meeting of Melksham Town Council. The meeting will be held at the Town Hall on **Friday 12th January 2024** commencing at **5.30 pm**.

A period of public participation will take place in accordance with Standing Order 3(e) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting in person, alternatively the public and press may join the meeting via Zoom.

In accordance with the Council's commitment to being open and transparent; all Town Council meetings are recorded and broadcast live. The right to do so was established under the Openness of Local Government Bodies Regulations.

Yours sincerely

Mrs L A Roberts BA(Hons), PGCAP, FHEA, FSLCC
Town Clerk and RFO



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Melksham Town Council Staffing Committee

**Friday 12 January 2024
At 5.30 pm at the Town Hall**

Public Participation – To receive questions from members of the public.

In the exercise of Council functions. Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivery services under the public sector Equality Duty and Equality 2010.

AGENDA

1. Apologies

2. Declarations of Interest

To receive any Declarations of Interest in respect of items on this agenda as required by the Code of Conduct adopted by the Council.

Members are reminded that, in accordance with the Council's Code of Conduct, they are required to declare any disclosable pecuniary interest or other registrable interests which have not already been declared in the Council's Register of Interests. Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared on the Register, as well as any other registrable or other interests.

3. Minutes (Pages 1 - 2)

To approve the Minutes of the Staffing Committee meeting held on 4 December 2023.

4. Confidential Session

Members are requested to make the following resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960.

Email: towncouncil@melksham-tc.gov.uk Web: www.melksham-tc.gov.uk

Facebook: facebook.com/melksham.town

In view of the sensitive nature of the business to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw.

5. Staffing Review (Pages 3 - 30)

To approve the recommendations of the staffing review.

6. Staffing Matters

To discuss matters arising from staffing issues.

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Melksham Town Council

Minutes of the Staffing Committee meeting held on Monday 4th December 2023

PRESENT: Councillor S Crundell (Chair)

Councillor P Aves
Councillor J Crundell
Councillor S Rabey Substitute for J Oatley

IN ATTENDANCE:

OFFICERS: Heather Parks Locum

PUBLIC PARTICIPATION: No members of the public or press were present.

50/23 Apologies

Apologies were received from Councillor Price

An apology for absence was received from Councillor Oatley who was substituted by Councillor Rabey

51/23 Declarations of Interest

There were no declarations of interest.

52/23 Minutes

The minutes of 28th November 2023, having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor S Crundell.

53/23 Confidential Session

In view of the confidential and sensitive nature of the business about to be transacted, in accordance with the Public Bodies (Admission to meetings) Act 1960. It was proposed by Councillor S Crundell and Seconded Councillor Aves and

UNANIMOUSLY RESOLVED that the public and press are excluded and are instructed to withdraw at 6.15pm.

54/23 Staffing Matters

The staffing review report is expected before the end of the year. Councillor S Crundell proposed and Seconded Councillor Rabey and

UNANIMOUSLY RESOLVED to invite the consultant who carried out the review to attend a meeting with members to discuss the report. When members have been issued with the report, any questions are to be prepared in advance to put to the consultant.

55/23 Pay Policy 2023

This item had been dealt with at the previous meeting held on 28th November 2023.

55/23.1 TOIL

This item was dealt with at the last meeting on 28th November 2023

56/23 Acting Up Policy

It was proposed by Councillor S Crundell and Seconded by Councillor Rabey and

UNANIMOUSLY RESOLVED to approve the Acting Up policy.

Meeting Closed at: 7.00 pm

Signed:

Dated:

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