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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

12 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 19th January 2024** commencing at **6.00 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 19 January 2024
At 6.00 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

To receive apologies for absence.

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 Friday 12 January 2024.

4. Confidential Session

Members are requested to make the following resolution in accordance with the Public

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Facebook: facebook.com/melksham.town

Bodies (Admission to Meetings) Act 1960.

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

To approve the recommendations of the Staffing Review.

6. Staffing Matters

To discuss any matters arising from staffing issues.

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Melksham Town Council

Minutes of the Staffing Committee meeting held on Friday 12th January 2024

PRESENT: Councillor S Crundell (Chair)

Councillor P Aves
Councillor T Price

IN ATTENDANCE:

OFFICERS: Gloria Delves
Andrew Meacham Committee Clerk

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

57/23 Apologies

There were no apologies.

58/23 Declarations of Interest

There were no declarations of interest.

59/23 Minutes

The minutes of 4 December 2023, having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor S Crundell.

60/23 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 by Councillor Price and

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

61/23 Public Sector Equality Duty Compliance

Cllr Crundell opened the meeting with a proposal to re-adopt the Equality and Diversity Policy Review, as part of the duty to publish information on compliance annually. It was agreed that the Equality and Diversity Policy would be updated to include a specific objective to comply with PSED regulations and then submitted to a meeting of Full Council for adoption.

62/23 Staff Concerns.

A presentation from Gloria Delves and Andrew Meacham regarding the current pressures on staff, as a result of vacant posts and the absence of the Town Clerk. A document of the information and views from all members of staff was presented, which all Cllrs read. Gloria and Andrew wished to stress that apart from the increasing workload, there are some items and duties where the presence of the Town Clerk is essential in order to be completed. On completion of their presentation, they left the meeting. Cllr Crundell will pass this information on to Worknest.

63/23 Staffing Review

There was not time to consider this matter and it has been put over to the next meeting.

64/23 Staffing Matters

Updates were provided and discussed on various confidential staffing matters.

65/23 Date of Next Meeting

The next Staffing Committee Meeting will take place at 6pm on Friday 19th January 2024.

Meeting Closed at: 6.40 pm

Signed:

Dated: