

Melksham Town Council

Minutes of the HR Sub-Committee meeting held on Wednesday 13th January 2021

PRESENT: Councillor P Aves (Chair)
Councillor V Fiorelli
Councillor A Westbrook

**ALSO IN
ATTENDANCE** Councillor J Hubbard
Councillor M Sankey
Councillor R Wiltshire

OFFICERS:	Linda Roberts	Town Clerk
	Christine Hunter	Committee Clerk
	Hugh Davies	Facilities Manager

PUBLIC PARTICIPATION: No members of the public and one member of the press was present.

1/19 Apologies

Apologies were received from Councillors Watts and Mitcham. Councillor Mitcham was substituted by Councillor Welch.

2/19 Declarations of Interest

There were no declarations of interest.

3/19 Minutes

The redacted minutes of the meeting held on 16 December 2020 would be added to the Agenda at the next HR Sub Committee meeting on 10 February 2021.

4/19 Confidential Session

In view of the confidential nature of the information to be discussed, concerning staffing matters, the budget, and business to be transacted, the public and press were instructed to withdraw.

5/19 Confidential Session Item 1

Confidential Session Item 1 documentation was reviewed and discussed by the Committee.

6/19 Ways of Working in Tier 5 Lockdown

The Town Clerk confirmed that new ways of working have been implemented following the new Tier 5 lockdown. The updated risk assessment and new guidelines have been issued to staff. Town Council staff are now working from home and require permission to work at the Town Hall. The Amenities and Assembly Halls teams are working flexibly following Covid guidelines.

The Town Clerk agreed to contact Ellis Whittam to ascertain if they have an HR Portal available for Town Council staff to use.

7/19 Date and Time of Next Meeting

10 February 2021 at 7.00 pm via Zoom

Meeting Closed at: 7.40 pm

Signed:

Dated: