

Melksham Town Council

**Minutes of the HR Sub-Committee meeting held
on Friday 29th January 2021**

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

**ALSO IN
ATTENDANCE** Councillor C Jeffries
Councillor R Wiltshire

OFFICERS: Jeff Mills Locum Assistant

PUBLIC PARTICIPATION: One members of the public and one member of the press were present.

8/19 Apologies

Apologies for absence were received from the Town Clerk and the Committee Clerk.

9/19 Declarations of Interest

There were no declarations of interest.

10/19 Confidential Session

In view of the confidential nature of the information to be discussed, concerning staffing matters, the public and press and Councillors Jefferies and Wiltshire were instructed to withdraw.

UNANIMOUSLY RESOLVED: to go into confidential session.

11/19 Update on H.R. Matters

The Locum Administrator updated the Sub-Committee on H.R. matters. Resolutions and recommendations were made as follows:

- a) Regarding planned annual leave and during periods of sickness.

It was proposed by Councillor Fiorelli, seconded by Councillor Westbrook and

UNANIMOUSLY RESOLVED: that officers are instructed to review the handbook so it is clear that the Town Clerk's 'point-of-contact' during absence is the Town Mayor, acting on behalf of Melksham Town Council.

- b) For staff returning to work after an extended period of more than two months and where deemed appropriate by the H.R. Sub-Committee,

It was proposed by Councillor Westbrook, seconded by Councillor Fiorelli and

UNANIMOUSLY RESOLVED: that the committee instruct officers to draft a 'return to work support programme' internally (every week) and report to two councillors of the H.R. Sub Committee's recommendation (every month). The programme should last three months.

- c) Regarding video recording of meetings.

It was proposed by Councillor Westbrook, seconded by Councillor Aves and

UNANIMOUSLY RESOLVED: to recommend to Full Council that officers draw up a video file policy which underscores the importance of deleting video recordings of meetings, after they have been used by officers for transcribing and/or within GDPR timescales (whichever is sooner).

12/19 Town Clerk's Annual Appraisal

It was proposed by Councillor Westbrook, seconded by Councillor Aves and

UNANIMOUSLY RESOLVED: to set a date for the Town Clerk's annual appraisal once returned in post. This should take place within two weeks of the return-to-work date and will be facilitated by Councillors Fiorelli and Westbrook.

13/19 Date and Time of Next meeting

10 February 2021 at 7.00 pm via Zoom.

Meeting Closed at: 8.03 pm

Signed:

Dated: