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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 P Aves (Chair)
Councillor G Mitcham (Vice-Chair)
Councillor V Fiorelli
Councillor T Watts
Councillor A Westbrook

4 February 2021

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend the **HR Sub-Committee** meeting of the Melksham Town Council. The meeting will be held at the Melksham Town Hall on **Wednesday 10th February 2021** commencing at **7.00 pm**. A period of public participation will take place in accordance with Standing Order 3(F) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting.

Yours sincerely

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

**HR Sub-Committee
Melksham Town Council**

**Wednesday 10 February 2021
At 7.00 pm via Zoom**

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

Virtual Meeting Access

Please follow the joining instructions below for the virtual Zoom meeting:

Join Zoom Meeting

<https://us02web.zoom.us/j/83418451975?pwd=M2tnYlZla09QYUF5Q2prSy9nakdoZz09>

Meeting ID: 834 1845 1975

Passcode: 375521

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 - 4)

To approve the Minutes of the HR Sub-Committee meeting held on 13 January 2021 and

29 January 2021

4. Confidential Session

Members are requested to make the following resolution in accordance with the Public 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. Amenities Manager Update

To receive a verbal update from the Amenities Manager.

6. Staff Update

To receive a verbal update regarding the furlough of staff under the Job Retention Scheme.

7. Temporary Closure of Assembly Hall

To consider the implications of the temporary closure of the Assembly Hall.

8. Date and Time of Next Meeting

24 February 2021 at 7.00 pm via Zoom

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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:

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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: