

Melksham Town Council

**Minutes of the HR Sub-Committee meeting held
on Tuesday 23rd February 2021**

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

**ALSO IN
ATTENDANCE** Councillor R Wiltshire

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

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

Councillor Mitcham chaired the meeting until Councillor Aves joined at 6.30 pm.

22/21 Apologies

No apologies for absence were received at the meeting.

23/21 Declarations of Interest

There were no declarations of interest.

24/21 Minutes

The minutes of 10 February 2021, having previously been circulated, were approved as a correct record. It was agreed that these would be signed at a later date by the chair Councillor Aves.

25/21 Confidential Session

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

UNANIMOUSLY RESOLVED that in view of the sensitive nature of the business to be transacted the public and press are instructed to withdraw from the meeting.

Councillor Wiltshire left the meeting.

26/21 Amenities Manager Update

A verbal update was received from the Amenities Manager, advising members that all Amenities Team staff had received a one-to-one meeting and were aware of the requirement for working on an any five days out of seven basis, to support the business requirements of the Town Council. Following advice from the Council's H.R. advisers three new rotas would be produced for the Amenities Team to consider it is anticipated that the new shift pattern would commence on 29 March 2021.

27/21 Business Review Working Group

Councillor Westbrook advised that the creation of a Business Review Working Group had been recommended at the Full Council meeting held on 25 January 2021. The Group would consist of senior officers and five members, members of the HR Sub Committee would not form part of the Business Review Working Group; the working group would be making recommendations to the HR Sub Committee.

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

UNANIMOUSLY RESOLVED that the Town Clerk invite Councillors and senior officers to form a Business Review Working Group to review the business and capacity of the current officer team.

28/21 Staff Update

The Town Clerk confirmed that there are regular staff meetings where the mood is buoyant and staff are working hard. The Assembly Hall apprentice will be leaving the Council on 8 March 2021.

29/21 Date and Time of Next Meeting

23 March 2021 at 6.00 pm via Zoom.

Meeting Closed at: 6.45 pm

Signed:

Dated: