

Melksham Town Council

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

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

OFFICERS:	Linda Roberts	Town Clerk
	Hugh Davies	Amenities Manager

30/21 Apologies

There were no apologies.

31/21 Declarations of Interest

There were no declarations of interest.

32/21 Minutes

Subject to an amendment made by the Deputy Mayor, Councillor Mitcham who advised he had acted as chair for part of the meeting on 23rd February 2021; the minutes of the HR Sub Committee Meeting held on Tuesday 23 February 2021 were approved as a correct record. It was further agreed that the minutes would be signed by the Town Mayor, Councillor Aves at a later date.

33/21 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.

34/21 Amenities Team

The Amenities Manager gave a full update on the restructuring exercise currently being carried out with the Amenities team. The timeline of events and proposed

staffing structure is appended and referred to as the Amenities Managers Confidential Report 3.3.2021. The report will not form part of the main minutes.

35/21 Staffing

The Town Clerk advised the sub-committee that the town hall office team were working well and tackling the workload in a much more focused way which was adding enormously to job satisfaction and overall efficiency.

The return of the Assistant to the Town Clerk was going very well, with no issues or concerns identified.

The role of the locum administrator had enhanced the team and had been a constant presence in the team since the previous August. As requested at previous meetings of the sub-committee members discussed the retention of his services on a part time, fixed term contract, basis. The main duties of the role would be to focus on communications both internal and external, as well as a focus on the town council's corporate image and branding. The role would also look at effective office systems, making full use of the MS Office offer available, as well as project work and assistance as requested.

The retention of the Locum assistant's services would also allow for a continuance of stability within the team. The locum assistant had been heavily involved in the recruitment of the Committee Clerk and the Amenities Team Manager. He would also assist with the workload, provide effective communication and marketing, both internally and externally, invoke time and money saving office procedures and practices to be explored and invoke and the completion of some town council projects.

In answer to a question the Town Clerk advised that there was enough in the overall salaries budget to cover the finances associated with the role.

The Committee were delighted that the services of the locum assistant could be retained, adding that the locum assistant had relevant experience and knowledge that would complement the current officer team. It was proposed by Councillor Westbrook, seconded by Councillor Fiorelli and

UNANIMOUSLY RESOLVED to engage the services of the Locum Assistant.

The details of the contract and salary are confidential.

Meeting Closed at: 6.55pm

Signed:

Dated: