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Melksham Town Council

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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

20 April 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 on **Monday 26th April 2021** commencing at **6.00 pm**.

Under new powers introduced in the Coronavirus 2020 Act (the Local Authorities Police and Crime Panels (Coronavirus) Flexibility of Local Authorities and Crime Panels Meetings (England and Wales) Regulations 2020 the meeting will be held virtually by Zoom.

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 using the virtual meeting access instructions on the agenda.

Yours sincerely

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

**HR Sub-Committee
Melksham Town Council**

**Monday 26 April 2021
At 6.00 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/83758141486?pwd=djNlVURXTTQyN2FFMXdjU3IERUxXZz09>

Meeting ID: 837 5814 1486

Passcode: 628731

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 - 2)

To approve the Minutes of the HR Sub-Committee meeting held on 23 March 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 Team (Pages 3 - 6)

To receive a report of the Amenities Manager on the reorganisation and restructure of the Amenities Team.

6. Staffing Update

To receive a briefing from the Town Clerk.

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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:

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