



# Public Document Pack

## 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 J Hubbard (Chair)  
Councillor C Goodhind (Vice-Chair)  
Councillor P Alford  
Councillor J Crundell  
Councillor T Price

13 September 2021

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend the **Staffing Committee** meeting of Melksham Town Council. The meeting will be held at the Town Hall on **Monday 20th September 2021** commencing on the rising of the Finance, Administration and Performance Committee.

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



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## Melksham Town Council Staffing Committee

**Monday 20 September 2021**

**on the rising of the Finance, Administration and Performance Committee meeting at the  
Town Hall**

**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

**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. Terms of Reference (Pages 1 - 2)**

To receive the Terms of Reference for the Staffing Committee for approval and recommendation to council.

**4. Minutes (Pages 3 - 4)**

To approve the Minutes of the HR Sub-Committee meeting held on 26 April 2021.

**Email:** [towncouncil@melksham-tc.gov.uk](mailto:towncouncil@melksham-tc.gov.uk) **Web:** [www.melksham-tc.gov.uk](http://www.melksham-tc.gov.uk)  
**Facebook:** [facebook.com/melksham.town](https://facebook.com/melksham.town)

**5. 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.

**6. Business Review Working Group (Pages 5 - 8)**

To receive the notes of the Business Review Working Group meeting held on 9 September 2021 and approve the recommendations contained therein.

**7. Scale Point Increments (Pages 9 - 10)**

To approve scale point (SCP) increments, in line with the staff members' contracts per the schedule attached.

**8. Staff Appraisals**

To note that appraisals for the Acting Deputy Town Clerk and the Head of Operations will be held as follows:

Acting Deputy Town Clerk – Tuesday 5 October – 10am

Head of Operations – Tuesday 5 October – 12 noon

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## **Melksham Town Council Staffing Committee – Reporting to Full Council Terms of Reference**

*The Staffing Committee is responsible for staffing matters for the Council.*

### **1. Membership**

Five elected Members

### **2. Delegated Business**

The Committee has delegated authority to deal with the following matters on an ongoing basis or to conclusion:

- 2.1. To advertise and arrange interviews for the appointment of a Town Clerk and make recommendations to Full Council about said appointment
- 2.2. To carry out the Town Clerk's annual appraisal and agree objectives
- 2.3. To consider, and bring to a final conclusion, matters of grievance or discipline as determined by the policies contained in the Employee Handbook
- 2.4. To discuss with the Town Clerk any issues relating to staffing levels and re-grading, pay levels and staffing structures
- 2.5. To deal with those complaints made against the Town Council, which are not to be dealt with by the Town Clerk, in accordance with the Council's Complaints Procedure
- 2.6. To deal with any grievance regarding the Town Clerk
- 2.7. To deal with any staff matters referred by the Town Clerk
- 2.8. Any other personnel matters delegated and referred by the Town Council
- 2.9. Approve the awarding of contractual Scale Point increments, as appropriate

### **3. Referred Business**

- 3.1 To interview for senior staff appointments and make decisions where appropriate
- 3.2 To receive updates on staff requirements and significant changes to job descriptions

Adopted 2021

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## Melksham Town Council

### Minutes of the HR Sub-Committee meeting held on Monday 26th April 2021

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

|                  |                  |                   |
|------------------|------------------|-------------------|
| <b>OFFICERS:</b> | Linda Roberts    | Town Clerk        |
|                  | Hugh Davies      | Amenities Manager |
|                  | Christine Hunter | Committee Clerk   |

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

**36/21 Apologies**

No apologies for absence were received.

**37/21 Declarations of Interest**

There were no declarations of interest.

**38/21 Minutes**

The minutes of 23 March 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.

**39/21 Confidential Session**

It was proposed by Councillor Mitcham, 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.

**40/21 Amenities Team**

The Amenities Manager gave a full update on the reorganisation and 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 26.04.2021. The report will not form part of the main minutes.

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

**UNANIMOUSLY RESOLVED** to approve the recommendations within the Amenities Manager's Confidential Report and delegate authority to the Amenities Manager to complete the process and restructure the Amenities team so it is fit for purpose and flexible, enabling the Town Council to discharge its duties and obligations without future resistance.

The Committee thanked the Amenities Manager for a very clear, concise report and commended him for his work with the Amenities team.

The Amenities Manager and Committee Clerk were asked to leave the meeting at 6.25 pm.

**41/21      Staffing Update**

The Town Clerk gave a staffing update to the members and the separately circulated confidential report was discussed. This report will not be circulated with the main minutes.

Meeting Closed at: 6.35 pm

Signed: .....

Dated:



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