

Melksham Town Council

Minutes of the Staffing Committee meeting held on Monday 20th September 2021

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

OFFICERS: Linda Roberts Town Clerk

42/21 Apologies

There were no apologies for absence.

43/21 Declarations of Interest

There were no declarations of interest.

44/21 Terms of Reference

The Terms of Reference were approved.

45/21 Minutes

The minutes of 26 April 2021, having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor Hubbard.

46/21 Confidential Session

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor J Crundell and

UNANIMOUSLY RESOLVED that in view of the sensitive nature of the business to be transacted the press and public were requested to withdraw.

47/21 Business Review Working Group

Members received the notes of the Business Review Working Group meeting held on 9 September 2021 and noted the senior management interim staffing structure.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Price and

UNANIMOUSLY RESOLVED that the Assistant to the Town Clerk would be the Acting Deputy Town Clerk until 31 March 2022 and that the Amenities Manager would be the Acting Head of Operations until 31 March 2022. The proposed salary scale increments, in recognition of the additional duties and responsibilities of the roles, were also approved.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Price and

UNANIMOUSLY RESOLVED to approve a temporary contract for a fulltime Communications Officer until 31 March 2022. The former Head of Communications is to fulfil this role.

48/21 Scale Point Increments

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor J Crundell and

UNANIMOUSLY RESOLVED to award scale point increments to the Finance Officer and Deputy Facilities Managers in accordance with their contracts, backdated to 1 April 2021.

49/21 Staff Appraisals

It was agreed that an appraisal would be carried out with the Town Clerk following which scale point increments would be determined. It was agreed that the Town Mayor, Councillor Hubbard, Councillor J Crundell and Councillor Price would be on the appraisal panel.

Meeting Closed at: 9.50 pm

Signed:

Dated: