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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

1 December 2021

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend a **Staffing Committee** meeting of Melksham Town Council. The meeting will be held at Melksham Town Hall on **Monday 6th December 2021** commencing on the rising of the Asset Management and Amenities Committee meeting.

A period of public participation will take place in accordance with Standing Order 3(E) 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 6 December 2021

**On the rising of the Asset Management and Amenities Committee meeting at Melksham
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. Minutes (Pages 1 - 2)

To approve the minutes of the Staffing Committee meeting held on 20 September 2021.

4. Confidential Session

Members are requested to make the following resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960.

Email: towncouncil@melksham-tc.gov.uk **Web:** www.melksham-tc.gov.uk
Facebook: facebook.com/melksham.town

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. Notification of resignation of a member of staff

To receive an update regarding the resignation of a member of staff.

6. Staffing matters

To receive a briefing regarding staffing matters.

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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: