



# 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

23 February 2022

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 Melksham Town Hall on **Monday 28th February 2022** commencing at **6.00 pm**.

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 28 February 2022  
At 6.00 pm 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. Minutes (Pages 1 - 2)**

To approve the Minutes of the Staffing Committee meeting held on 6 December 2021.

**4. Terms of Reference (Pages 3 - 6)**

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

**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 7 - 10)**

To receive the notes of the Business Review Working Group meeting held on 22 February 2022 and approve the recommendations contained therein.

**7. Scale Point Increments (Pages 11 - 12)**

To approve scale point (SCP) increments per the schedule attached.

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## Melksham Town Council

### Minutes of the Staffing Committee meeting held on Monday 6th December 2021

**PRESENT:** Councillor J Hubbard (Chair)  
Councillor C Goodhind (Vice-Chair)  
Councillor P Alford  
Councillor J Crundell  
Councillor S Rabey

<b>OFFICERS:</b>	Linda Roberts	Town Clerk
	Hugh Davies	Amenities Manager
	Patsy Clover	Acting Deputy Town Clerk

**50/21 Apologies**

An apology for absence was received from Councillor Price who was substituted by Councillor Rabey.

**51/21 Declarations of Interest**

There were no declarations of interest.

**52/21 Minutes**

The minutes of 20 September 2021, having previously been circulated, were approved as a correct record to be signed by the Chair at a later date.

**53/21 Confidential Session**

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

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

**54/21 Notification of resignation of a member of staff**

Members noted the resignation of a member of staff.

**55/21 Staffing matters**

It was proposed by Councillor Alford, seconded by Councillor J Crundell and

**UNANIMOUSLY RESOLVED** to note the briefing provided by the Acting Deputy Town Clerk.

Meeting Closed at: 9.10 pm

**Signed:** .....

**Dated:**



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

*The management of the staff of the Town Council is an operational matter and firmly in the domain of the Town Clerk.*

### **1. Membership**

Three elected Members plus the Town Mayor and Deputy Mayor. The Committee shall be appointed in every election year and remain in place for the term of office of the council, save for the Mayor and Deputy.

Members wishing to serve on the Staffing Committee should provide a summary of their qualifications and experience in the area of personnel matters. These will then be placed before a meeting of Full Council for a decision as to membership. Members of the Staffing Committee will be provided with training on an on-going basis, which they will be expected to undertake.

The quorum shall be **THREE** members of the committee. The committee will meet on an 'as required' basis.

### **2. Authority**

Local Government Act 1972, Sections 101 and 102.

### **3. Delegated Business**

The Council's Standing Orders will apply to all meetings of the Committee. Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a sub-committee or to an officer.

The committee will have the right to resolve to restrict access to the rest of the council, where, in the committee's opinion, the papers and or information is deemed to be of a sensitive confidential nature. Councillors will need to demonstrate a 'need to know,' if they require sight of any other papers produced by or for the committee.

In any case where there is the potential for an appeal or claim against the council for unfair dismissal or constructive dismissal, before any information about the case is shared outside of the Staffing Committee and or the Appeals Panel, the time for appeal must have lapsed before the information can be shared.

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

- 3.1. To deal with all matters affecting the appointment, discipline, salary and terms and conditions of the Town Clerk.
- 3.2. To carry out the Town Clerk's annual appraisal and agree objectives
- 3.3. To deal with any grievance regarding the Town Clerk
- 3.4. To deal with any staff matters referred to the committee by the Town Clerk
- 3.5. To interview for senior management team (SMT) appointments, in conjunction with the Town Clerk, and make decisions where appropriate
- 3.6. To consider, where referred by the Town Clerk, any matters emanating from the absence, grievance and disciplinary procedures contained in the Employee Handbook applicable to all members of staff employed by the Town Council
- 3.7. Approve the awarding of contractual Scale Point increments, as appropriate
- 3.8. To receive updates on staffing matters including restructuring and significant changes to job descriptions.

#### **4. Delegation to the Town Clerk**

In accordance with Standing Orders, the Town Clerk shall be empowered to exercise and perform on behalf of and in the name of and without further reference to the Council or other such appropriate committee of the Council all powers and duties of the Council in relation to the following:-

##### Staffing Matters

- The overall management of the staff including the establishment of an officer organisation which facilitates the management of all activities, administration and services on behalf of the Council
- The day to day supervision of direct reporting employees
- The maintenance of staff discipline including taking appropriate action in accordance with procedures (absence, grievance and disciplinary etc)
- The overseeing of the appraisal procedure for all other staff to ensure appropriate targets are set and the staff team undertake continuous professional development training
- The maintenance and periodic review of terms and conditions of employment and job descriptions for all staff
- To ensure that appropriate regard is taken of the Health & Safety Act 1974 as amended
- To appoint temporary and permanent staff and implement salary and grading reviews, changes to responsibilities and job descriptions as considered necessary

subject to any expenditure being within budget. (However, salary regrading outside of the agreed scale points to be confirmed and approved by the Staffing Committee).

Adopted xxxx

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