

Melksham Town Council

Minutes of the Staffing Committee meeting held on Monday 28th February 2022

PRESENT:

Councillor C Goodhind (Vice-Chair)
Councillor P Alford
Councillor T Price
Councillor S Mortimer

OFFICERS:

Linda Roberts
Patsy Clover

Town Clerk
Deputy Town Clerk

63/21 Apologies

Apologies for absence were received from the Town Mayor, Councillor Hubbard, and from Councillor J Crundell, who was substituted by Councillor Mortimer.

64/21 Declarations of Interest

There were no declarations of interest.

65/21 Minutes

The minutes of the Staffing Committee meeting held on 6 December 2021, having previously been circulated, were approved as a correct record and signed by the Deputy Town Mayor, Councillor Goodhind.

66/21 Terms of Reference

After some discussion, it was proposed by Councillor Price, seconded by the Deputy Town Mayor, Councillor Goodhind, and

UNANIMOUSLY RESOLVED to:

- Amend the draft Terms of Reference to show that any concerns regarding processes would be referred to the Staffing Committee
- Recommend the draft Terms of Reference to Full Council for adoption.

Members requested that the current Terms of Reference were included in the Full Council agenda for comparison purposes.

67/21 Confidential Session

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

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

68/21 Business Review Working Group

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

UNANIMOUSLY RESOLVED to

- make the Interim Deputy Town Clerk and Interim Head of Operations roles permanent from 1 April 2022
- arrange for an independent staffing review and job evaluation to be carried out should the Strategic Plan be adopted by Full Council at their meeting on 21 March 2022.

It was also proposed by Councillor Alford, seconded by the Deputy Town Mayor, Councillor Goodhind, and

UNANIMOUSLY RESOLVED to make the temporary Communication's Officer post a permanent position from 1 April 2022 recognising that this would be considered further as part of the staffing review.

It was further proposed by the Deputy Town Mayor, Councillor Goodhind, seconded by Councillor Alford and

UNANIMOUSLY RESOLVED to

- approve the proposed pay rises for the Amenities Team Supervisor and Amenities Team Assistants
- arrange a meeting of the Staffing Committee to consider the proposed pay rise for the Interim Head of Operations in more detail.

69/21 Scale Point Increments

It was proposed by the Deputy Town Mayor, Councillor Goodhind, seconded by Councillor Mortimer and

UNANIMOUSLY RESOLVED to approve the scale point (SCP) increments for the Town Clerk and the Interim Deputy Town Clerk backdated to 1 April 2021 and 25 October 2021 respectively.

Meeting Closed at: 7.33 pm

Signed:

Dated: