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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

9 March 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 the Melksham Town Council. The meeting will be held at the Town Hall on **Monday 14th March 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 in person, alternatively the public and press may join the meeting via Zoom.

In accordance with the Council's commitment to being open and transparent; all town council meetings are recorded and broadcast. The right to do so was established under the Openness of Local Government Bodies Regulations.

Yours sincerely

Mrs L A Roberts BA(Hons), PGCAP, FHEA, FSLCC
Town Clerk and RFO



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FLSCC

Melksham Town Council Staffing Committee

**Monday 14 March 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 - 4)

To approve the Minutes of the Staffing Committee meeting held on 28 February 2022.

4. 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.

5. Head of Operations (Pages 5 - 16)

To approve the new salary of the Head of Operations.

The previous and new job description are attached to compare and contrast.

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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 S Mortimer
Councillor T Price

OFFICERS:	Linda Roberts	Town Clerk
	Patsy Clover	Acting Deputy Town Clerk

In the absence of the Chair, the Town Mayor, Councillor Hubbard, the Deputy Town Mayor, Councillor Goodhind, took the Chair.

Apologies

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

Declarations of Interest

There were no declarations of interest.

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.

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.

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.

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.

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:

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