

## **Melksham Town Council**

### **Minutes of the Staffing Committee meeting held on Wednesday 27th April 2022**

**PRESENT:** Councillor J Hubbard (Chair)

Councillor S Crundell  
Councillor C Houghton  
Councillor S Mortimer  
Councillor J Oatley

**OFFICERS:** Patsy Clover Deputy Town Clerk

**75/21 Apologies**

Apologies were received from Councillors Alford, J Crundell, Goodhind and Price who were substituted by Councillors S Crundell, Mortimer, Oatley and Houghton respectively.

**76/21 Declarations of Interest**

There were no declarations of interest.

**77/21 Minutes**

The minutes of 14 March 2022, having previously been circulated, were approved as a correct record to be signed by the Town Mayor, Councillor Hubbard, at a later date.

**78/21 Confidential Session**

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

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

**79/21 Staff Pay**

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

**UNANIMOUSLY RESOLVED** to instruct the Deputy Town Clerk to prepare a report for a meeting of the Staffing Committee to be arranged for 12 May, when any amendment required to the Spinal Column Point (SCP) for the Community Development Officer would be agreed.

**80/21 Staffing Matters**

It was proposed by Councillor Oatley, seconded by Councillor S Crundell and

**UNANIMOUSLY RESOLVED** to

1. To form a Grievance Investigation Subcommittee to undertake, to conclusion, the process of the grievance against the subject officer, hereinafter known as 'Officer A'
2. To delegate to that subcommittee the necessary powers to procure the services of an appropriate HR Team and any other bodies to support the subcommittee in its duties
3. To appoint to the subcommittee the Town Mayor, Councillor Hubbard, Councillor Oatley, and either Councillor S Crundell or Councillor Alford.

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

**UNANIMOUSLY RESOLVED** to

1. To delegate to the Grievance Investigation Subcommittee the necessary powers to procure the services of an appropriate HR Team and any other bodies to support the subcommittee in its duties to undertake, to conclusion, the process of the grievance against the subject officers, hereinafter known as 'Officer B' and 'Officer C'
2. For the duration of the investigation, the Deputy Town Clerk would act as line manager for the complainant officer, 'Officer D', holding weekly contact meetings
3. For the duration of the investigation, no contact is to be had between Officers B and C and Officer D.

Meeting Closed at: 10.09 pm

**Signed:** .....

**Dated:**