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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 S Crundell (Chair)
Councillor S Mortimer (Vice-Chair)
Councillor P Aves
Councillor J Crundell
Councillor C Houghton

26 May 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, Committee Room on **Thursday 2nd June 2022** commencing at **10.00 am**.

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.

Yours sincerely

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



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Melksham Town Council Staffing Committee

Thursday 2 June 2022
At 10.00 am at the Town Hall, Committee Room

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 meetings held on 27 April 2022 and 12 May 2022.

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. Staffing Matters

Members to consider in confidential session staffing matters.

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Public Document Pack Agenda Item 3

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:

Melksham Town Council

**Minutes of the Staffing Committee meeting held
on Thursday 12th May 2022**

PRESENT: Councillor J Hubbard (Chair)
Councillor C Goodhind (Vice-Chair)
Councillor P Alford
Councillor J Crundell
Councillor J Oatley

OFFICERS: Linda Roberts Town Clerk

81/21 Apologies

Apologies were received from Councillor Price who was substituted by Councillor Oatley.

82/21 Declarations of Interest

There were no declarations of interest.

83/21 Minutes

The minutes of 27 April 2022 to be approved at the next Staffing Committee meeting.

84/21 Confidential Session

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

RESOLVED that in view of the sensitive nature of the business to be transacted, the press and public be excluded and were instructed to withdraw.

85/21 Staff Pay

The report of the Deputy Town Clerk was noted.

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

UNANIMOUSLY RESOLVED to approve an increase in the Community Development Officer's spinal point to Scale Point 27 backdated to June 2021.

Meeting Closed at: 9.30 pm

Signed:

Dated: