

Melksham Town Council

**Minutes of the Staffing Committee meeting held
on Thursday 14th July 2022**

PRESENT: Councillor S Crundell (Chair)
Councillor P Aves
Councillor C Houghton
Councillor L Lewis
Councillor S Mortimer

OFFICERS: Patsy Clover Deputy Town Clerk

96/22 Apologies

An apology for absence was received from Councillor J Crundell who was substituted by Councillor Lewis.

97/22 Declarations of Interest

There were no declarations of interest.

98/22 Minutes

The minutes of 13 June 2022, having previously been circulated, were approved as a correct record and signed by Councillor S Crundell.

99/22 Confidential Session

There were no members of the public or press at the meeting.

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

UNANIMOUSLY RESOLVED that the meeting be held in confidential session in view of the sensitive nature of the business to be transacted.

100/22 Staffing Matters

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

UNANIMOUSLY RESOLVED to accept the findings of the report prepared by the Town Council's external HR adviser, asking her to issue outcome letters to the parties involved and a copy of the report to the complainant.

101/22 Recruitment

It was proposed by Councillor Houghton, seconded by Councillor Mortimer and

UNANIMOUSLY RESOLVED to retain the current Communications Officer in a purely comms. role on a fixed term contact until the end of November 2022, when the situation will be reviewed, for four hours a day.

It was agreed that the job description for the replacement Communications Officer would be reworked to emphasise the events aspect of the role before being brought back to Staffing Committee for recommendation to Full Council in view of the budgetary implications.

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

UNANIMOUSLY RESOLVED to approve the Job Description and Person Specification for the Community Information Officer role delegating authority to the Deputy Town Clerk to proceed with recruitment.

102/22 Time off in lieu (TOIL)

Suggestions to improve the current TOIL system were discussed. It was agreed that the Deputy Town Clerk would liaise with her colleagues about ideas to mitigate TOIL and report back to the Staffing Committee.

The amendment of the Terms of Reference for the Staffing Committee to appoint a dedicated substitute to the committee, for approval by Full Council, was discussed. Councillor Lewis volunteered to be the dedicated substitute.

Meeting Closed at: 8.35 pm

Signed:

Dated: