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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 P Aves
Councillor C Houghton
Councillor L Lewis
Councillor J Oatley

29 July 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 Melksham Town Council. The meeting will be held at the Town Hall on **Friday 5th August 2022** commencing at **6.30 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.

Yours sincerely

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



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Melksham Town Council Staffing Committee

**Friday 5 August 2022
At 6.30 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 - 2)

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

4.1 Staffing Matters

4.2 Recruitment (Pages 3 - 6)

To consider and approve the amended job description for the Communications and Events Officer role.

4.3 Time off in lieu (TOIL)

To discuss proposals for Time off in Lieu (TOIL).

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Public Document Pack Agenda Item 3

Melksham Town Council

Minutes of the Staffing Committee meeting held on Thursday 28th July 2022

PRESENT: Councillor S Crundell (Chair)

Councillor P Aves
Councillor C Houghton
Councillor L Lewis
Councillor J Oatley

OFFICERS: Patsy Clover – Deputy Town
Clerk

PUBLIC PARTICIPATION: No members of the public or press were present.

103/22 Apologies

Apologies were received from Councillors J Crundell and Mortimer who were substituted by Councillors Lewis and Oatley respectively.

104/22 Declarations of Interest

There were no declarations of interest.

105/22 Minutes

The minutes of 14 July 2022, having previously been circulated, were approved as a correct record and signed by Councillor S Crundell.

106/22 Confidential Session

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

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

106/22.1 Staffing Matters

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

UNANIMOUSLY RESOLVED to recommend for approval by Full Council that a full review of Standing Orders, Financial Regulations,

Terms of Reference for committees and sub-committees, the Employee Handbook, the Town Council's social media policy and GDPR policy be carried out.

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

UNANIMOUSLY RESOLVED to recommend for approval by Full Council that the use of tracked changes on all policy and legal documents be implemented.

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

UNANIMOUSLY RESOLVED to revisit the statement of concern raised by officer E at the meeting of the Staffing Committee following the Staffing Committee meeting when the outcome of the grievance raised against officer A is considered.

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

UNANIMOUSLY RESOLVED to revisit the statement of concern raised by officer F at the meeting of the Staffing Committee following the Staffing Committee meeting when the outcome of the grievance raised against officer A is considered.

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

UNANIMOUSLY RESOLVED to confirm that Councillors Lewis and Oatley would sit on the next meeting of the Staffing Committee, to be held on 5 August 2022 at 6.30pm, when the appeal received by officer D against the outcome of their grievance against officers B and C will be considered.

Meeting Closed at: 9.50 pm

Signed:

Dated:

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