

Melksham Town Council

Minutes of the Staffing Committee meeting held on Friday 5th August 2022

PRESENT: Councillor P Aves
Councillor C Houghton
Councillor L Lewis
Councillor S Mortimer
Councillor J Oatley

OFFICERS: Patsy Clover Deputy Town Clerk

107/22 Apologies

Apologies were received from Councillor S Crundell.

108/22 Declarations of Interest

There were no declarations of interest.

109/22 Minutes

The minutes of 28 July 2022, having previously been circulated, were approved as a correct record and signed by Councillor Houghton.

110/22 Confidential Session

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

It was proposed by Councillor Aves, 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.

111/22 Staffing Matters

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

UNANIMOUSLY RESOLVED to ask the Town Council's HR advisers to review the appeal submitted by Officer D.

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

UNANIMOUSLY RESOLVED to ask the Deputy Town Clerk to approach the Deputy Facilities Manager as a separate matter.

It was proposed by Councillor Lewis, seconded by Councillor Aves and

UNANIMOUSLY RESOLVED to ask the Deputy Town Clerk to investigate the implementation of gardening leave.

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

UNANIMOUSLY RESOLVED to ask the Deputy Town Clerk to create an appeals panel, comprised of three councillors.

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

UNANIMOUSLY RESOLVED to defer consideration of Officer B's statement of concern until a decision has been made regarding the appeal submitted by Officer D.

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

UNANIMOUSLY RESOLVED to award acting-up pay to the Deputy Town Clerk for the period from 4 July 2022 to 3 August 2022, based on the Town Clerk's SCP.

112/22 Recruitment

It was proposed by Councillor Aves, seconded by Councillor Lewis and

UNANIMOUSLY RESOLVED to approve the amended job description for the Communications and Events Officer role.

113/22 Time off in lieu (TOIL)

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

UNANIMOUSLY RESOLVED to

- Recommend a change in the opening hours and telephone hours for the Town Hall.
- Recommend a change in working hours for the Town Hall staff.

Meeting Closed at: 7.54 pm

Signed:

Dated: