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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

1 September 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 on **Tuesday 6th September 2022** commencing at **7.00 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, alternatively the public and press may join the meeting via Zoom.

In accordance with the Council's commitment to being open and transparent; all Town Council meetings are recorded and broadcast live. The right to do so was established under the Openness of Local Government Bodies Regulations.

Yours sincerely

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



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Town Clerk and RFO Linda Roberts BA(Hons) PGCAP, FHEA,
FLSCC

Melksham Town Council Staffing Committee

**Tuesday 6 September 2022
At 7.00 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.

Virtual Meeting Access:

Please follow the joining instructions below for the virtual Zoom meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/87815132359?pwd=OVFFNzVTMStWTmhKNEFoQU5BMXRZdz09>

Meeting ID: 878 1513 2359

Passcode: 692400

Participants will be directly let in the meeting by clicking on the above link. There is no waiting room.

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 5 August 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.

5. Staffing Matters

Members to consider staffing matters under confidential session.

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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 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: