



Public Document Pack

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

8 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 **Monday 12th September 2022** commencing at **4.00 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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Melksham Town Council Staffing Committee

**Monday 12 September 2022
At 4.00 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/87357393448?pwd=ZExRbFhadkhscUZQRGk3RC9WR1pYdz09>

Meeting ID: 873 5739 3448 Passcode: 485183

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

AGENDA

3. Minutes (Pages 1 - 2)

To approve the Minutes of the Staffing Committee meeting held on 6 September 2022 (to follow).

Public Document Pack Agenda Item 3

Melksham Town Council

Minutes of the Staffing Committee meeting held on Tuesday 6th September 2022

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

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

114/22 Apologies

There were no apologies.

115/22 Declarations of Interest

There were no declarations of interest.

116/22 Minutes

The minutes of 5 August 2022, having previously been circulated, were approved as a correct record, subject to an amendment to the attendees, and signed by Councillor S Crundell.

117/22 Confidential Session

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

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

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

118/22 Staffing Matters

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

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

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

UNANIMOUSLY RESOLVED to appoint said appeals panel to deal with the appeal made by Officer D.

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

UNANIMOUSLY RESOLVED that in accordance with Standing Orders the meeting would continue after 10.00 pm.

Members discussed the grievance outcome reports prepared by the Town Council's independent HR adviser, coming to several conclusions. It was decided to arrange a Staffing Committee meeting on 12 September when the grievance outcome reports and proposed next steps could be discussed with the officers concerned.

Meeting Closed at: 10.40 pm

Signed:

Dated: