

Melksham Town Council

Minutes of the Staffing Committee meeting held on Wednesday 12th April 2023

PRESENT: Councillor S Crundell (Chair)

Councillor S Mortimer
Councillor J Crundell
Councillor T Price

IN ATTENDANCE:

OFFICERS: Linda Roberts – Town Clerk
Hugh Davies – Head of Operations
Dave Elms – Manager Amenities
Team

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

1/22 Apologies

Apologies were received from Councillors Aves and Houghton. Councillor Aves was substituted by Councillor Price.

2/22 Declarations of Interest

There were no declarations of interest.

3/22 Confidential Session

It was proposed by the Town Mayor, Councillor S Crundell, seconded by the Deputy Town Mayor, Councillor Mortimer and

UNANIMOUSLY RESOLVED that in view of the sensitive nature of the business to be transacted that the press and public be instructed to withdraw.

4/22.1 Staffing Matters

The concerns from the officer were received and discussed and a way forward agreed. Confidential Papers dated 12.4.2023 refer.

5/22 Support for Officers

Members of the Committee had discussed previously in great detail mechanisms of support which could be offered and implemented for the officer team which include but not limited to.

- Softer/social skills within the team
- Clarity and continuity of roles
- Communication
- Training

Homeworking

Working practices should be updated so that home working, whilst encouraged for technical work, it should not be the norm for members of staff whose roles majorly involve the support of other team members, councillors and/or the public.

Team Meetings

- To be regular and complete
- Senior Management Team Meetings
- 4-6 weekly supervision of team members

HR Audit of Staffing Committee

Town Clerk to approach the Monitoring Officer.

Administration

Role based email addresses and communications should be covered throughout the working week and year irrespective of whether or not the main role holder is available or not. Communications sent out in the name of a role holder should be signed “per pro” that person with it being clear who the originator is. Role based note and work should be shared in a common location between all staff who pick up the work of that role deputising for the assigned main role holder in his or her absence.

All Council policies should have a read sheet signed by staff to ensure staff are availed of the most up-to-date policies.

A formal induction process for all new staff.
Review of Staff Handbook.

Reporting Lines

A chart of office structure/accountability to be displayed in the office and included in the Staff Handbook

Buddy System

To improve communication and staff welfare, staff members to choose a councillor buddy.

Staff Welfare

Overall, staff welfare is of concern. Members are aware of the counselling service provided through the Town Council's HR advisors but members would like to improve this service. A previous motion suggested subscription counselling services to be provided forthwith.

All staff to undertake mental health first aid and training in any town council policies which cause confusion for example GDPR.

Meeting Closed at: 10.00 pm

Signed:

Dated:10th May 2023