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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
Councillor P Aves
Councillor J Crundell
Councillor C Houghton

3 May 2023

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 **Wednesday 10th May 2023** commencing at **6.00 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 Hall, Melksham, Wiltshire, SN12 6ES

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

Melksham Town Council Staffing Committee

**Wednesday 10 May 2023
At 6.00 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.

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 - 12)

To approve the Minutes of the Staffing Committee meetings held on 12 January 2023, 10 March 2023, 17 March 2023, 27 March 2023 & 12 April 2023 (see attached).

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

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Melksham Town Council

Minutes of the Staffing Committee meeting held on Thursday 12th January 2023

PRESENT: Councillor S Crundell (Chair)

Councillor S Mortimer
Councillor P Aves
Councillor C Houghton
Councillor Lewis

IN ATTENDANCE: Councillor Cooke
Councillor Ellis

OFFICERS:

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

146/22 Apologies

Apologies were received from Councillor J Crundell who was substituted by Councillor Lewis.

147/22 Declarations of Interest

There were no declarations of interest.

148/22 Minutes

The minutes of Staffing Committee Meeting held on 13th December 2022, having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor S Crundell.

For the record it was reported that the Deputy Town Mayor, Councillor Mortimer had been incorrectly stated as present in the minutes of the Staffing Committee held on 5th August 2022.

149/22 Confidential Session

It was **RESOLVED** that in view of the sensitive nature of the business to be transacted that the press and public are instructed to withdraw.

150/22 Staffing Matters

The Town Mayor began by thanking the panel of Councillors, consisting of Councillor Ellis, Forgacs and Cooke for their hard work. Their report was very reassuring and

echoed the direction of thought of the Staffing Committee; going on to praise the panel for their success and integrity in the process; a process which had been thorough, compliant and followed correct procedures throughout.

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

UNANIMOUSLY RESOLVED to accept and approve the findings of the panel.

Confidential notes of 12 January 2023 PAves/Staffing Committee refer.

Meeting Closed at: 9.20 pm

Signed:

Dated:10th May 2023

Melksham Town Council

**Minutes of the Staffing Committee meeting held
on Friday 10th March 2023**

PRESENT: Councillor S Crundell (Chair)

Councillor S Mortimer
Councillor P Aves
Councillor J Crundell
Councillor C Houghton

IN ATTENDANCE: Councillor Lewis – Note Taker

OFFICERS:

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

13/22 Apologies

There were no apologies.

14/22 Declarations of Interest

There were no declarations of interest.

15/22 Minutes

The minutes of the meeting held on 3rd March 2023 having previously been circulated, were approved as a correct record and signed by the Town Mayor Councillor S Crundell.

16/22 Confidential Session

In view of the sensitive nature of the business to be transacted it was **UNANIMOUSLY RESOLVED** that the press and public be instructed to withdraw.

17/22 Staffing Matters

A request had been made by an officer for a four week sabbatical without pay. It was proposed by the Town Mayor, Councillor Crundell, seconded by Councillor Aves and

UNANIMOUSLY RESOLVED that the officer should be paid for the four week sabbatical and the Town Mayor would meet with the officer to discuss further

Confidential Notes of 10th March 2023 refer to other staffing matters raised.

Meeting Closed at: 9.00 pm

Signed:

Dated:10th May 2023

Melksham Town Council

Minutes of the Staffing Committee meeting held on Friday 17th March 2023

PRESENT: Councillor S Crundell (Chair)

Councillor S Mortimer
Councillor P Aves
Councillor J Crundell
Councillor C Houghton

IN ATTENDANCE:

OFFICERS:

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

1/22 Apologies

There were no apologies.

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 Councillor Carl Houghton 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 Staffing Matters

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

UNANIMOUSLY RESOLVED to approve the correspondence from the town Council's HR advisors for distribution.

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

UNANIMOUSLY RESOLVED that the Town Mayor Councillor Crundell liaise with the council's HR advisors over correspondence received.

Confidential Notes of the issue refer: **17.3.2023 Staffing Committee**

Meeting Closed at: 7.30 pm

Signed:

Dated:10th May 2023

Melksham Town Council

**Minutes of the Staffing Committee meeting held
on Monday 27th March 2023**

PRESENT: Councillor S Crundell (Chair)

Councillor S Mortimer
Councillor P Aves
Councillor J Crundell
Councillor C Houghton

IN ATTENDANCE: Louisa Lewis – Note Taker

OFFICERS:

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

1/22 Apologies

There were no apologies.

2/22 Declarations of Interest

There were no declarations of interest.

3/22 Confidential Session

It was **RESOLVED** that in view of the confidential nature of the business to be transacted that the press and public are instructed to withdraw.

4/22 Staffing Matters

5/22 Reporting Lines

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

UNANIMOUSLY RESOLVED to approve the Reporting Line actions.

Confidential notes dated 27 March 2023 refer.

6/22 Buddy System

It was proposed by Councillor Houghton, seconded by the Town Mayor Councillor J Crundell and

UNANIMOUSLY RESOLVED to approve the introduction of a buddy system.

Confidential notes of the meeting dated 27 March 2023 refer.

7/22 Policy Read Sheet

It was proposed by Councillor the Town Mayor Councillor S Crundell, Councillor Houghton and

UNANIMOUSLY RESOLVED to approve the introduction of a policy read sheet.

Confidential notes of the meeting dated 27 March 2023 refer.

Meeting Closed at: Time Not Specified

Signed:

Dated:10th May 2023

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

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