

Melksham Town Council

Minutes of the Staffing Committee meeting held on Thursday 15th June 2023

PRESENT: Councillor S Crundell (Chair)

Councillor P Aves
Councillor J Crundell
Councillor J Oatley
Councillor T Price

IN ATTENDANCE:

OFFICERS: Linda Roberts Town Clerk

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

11/23 Apologies

There were no apologies.

12/23 Declarations of Interest

There were no declarations of interest.

13/23 Minutes

The minutes of the meeting held on 10 May 2023 having previously been circulated were approved as a correct record and signed by the Town Mayor, Councillor S Crundell.

14/23 Confidential Session

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

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

15/23 Action Plan - Progress

The Town Clerk advised on progress from the Action Plan.

- Mental Health First Aid Training – providers currently being researched.

Councillor Oatley advised that Wiltshire First Aid Training do a one day Mental Health First Aid course. Town Clerk would seek a quotation.

- HR policies, documents and staff handbook – work has begun updating and reviewing all HR documentation. All documents will be loaded up onto Worknest's Peoplenest page; staff will have access to all documents from this site. The site will also be used to keep records of annual leave and sickness
- The staff family tree had been completed. The Town Clerk advised that the roles of vacant posts were currently being evaluated.
- Supervision of Team members – one to ones are still going ahead and more formal supervision meetings will take place once there is a full complement of staff
- Team Meetings are scheduled and occurring regularly
- Town Clerk booked onto a Management in Action Conference as part of her continuing professional development
- Team building event – a theme has been chosen now to arrange a date around everyone's annual leave.
- Audit of Staffing Committee – quotations sought
- Role based emails – not yet implemented would introduce for new staff. Town Clerk to establish whether it can be done with Outlook without increasing licences so each member of staff can have a personal email address and a role based email address
- Audit of the induction process to be done two recent employees. All staff will be given the opportunity to comment on the process.
- Counselling Service – Currently a service which the town council funds through Worknest, it is a telephone service. It was suggested that face to face counselling could be arranged on a case by case basis. Keep under review.

16/23 Staffing Matters

Amenities Team/Town Hall Team Recruitment

The Town Clerk updated the Committee on the recruitment process and the interim plan to ensure the business of the town council continues. Roles based at the town hall were currently being evaluated.

Members did offer their services to assist the Amenities Team where possible; offers of help will now be included in a work plan.

The committee commended Councillor Ellis who had volunteered to work one day a week at the Splashpad and previously for the sterling efforts of Councillor Mortimer and Goodhind who had litter picked around the skatepark and removed the dead leaves.

A progress report on other staffing matters was made, the actions and advice were noted. (Confidential notes dated 15.6.2023 refer)

Meeting Closed at: 8.50 pm

Signed:

Dated: