

**Melksham Town Council**

**Minutes of the Staffing Committee meeting held  
on Monday 3rd July 2023**

**PRESENT:** Councillor S Crundell (Chair)

Councillor P Aves  
Councillor J Oatley  
Councillor T Price

**OFFICERS:** Linda Roberts Town Clerk

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

**17/23 Apologies**

Apologies were received from Councillor J Crundell.

**18/23 Declarations of Interest**

There were no declarations of interest.

**19/23 Minutes**

The minutes of 15 June 2023, having previously been circulated, were approved as a correct record and signed by the Town Mayor Councillor Crundell.

**20/23 Confidential Session**

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

**UNANIMOUSLY RESOLVED** that in view of the confidential business to be transacted that the public and press be excluded from the meeting.

**21/23 Staffing Matters**

**Action Plan**

Amenities Team recruitment:

Stephen Randall has begun working for the AT today, previous job was at Herman Miller, prior to that he worked as a groundsman for Chippenham Golf Club. His first day was spent training on pool plant to enable him to service and run the splashpad.

Gary Doherty – 15 years with Ide Verde – Chief Playground Inspector is currently undertaking pool plant training for running the Splashpad, he will be commencing in the next two weeks.

Richard – a landscape gardener will commence work with the team next week.

### **Splashpad**

Six people have been trained on its operation – including Councillor Graham Ellis and the two new Amenities Team members and two Assembly Hall casuals; the team that will maintain service at the Splashpad throughout the summer meaning operation of the splashpad is covered until the end of the season; very grateful thanks to Councillor Graham Ellis.

### **Clarity Continuity of Roles:**

Family Tree as it stands today circulated and for publication.

Accountant/Office Manager

Have spoken to local government accountant who has expressed an interest in a role with the town council. Evaluation of the position is currently being undertaken with an Office Manager/Accountant role being explored.

### **Team Meetings**

Next team meeting on 6 July in the Town Hall.

One to one completed with the Committee Clerk - very positive.

Regular one to one with Hugh every Monday

One to one arranged with the Finance Officer on Thursday.

One to one with Gloria – evaluating the replacement of Community Development Office, a very positive and productive meeting.

Team building: just need to establish a date for the team building day; the team have chosen axe throwing. As a team it is likely that we will add a social outing after, a meal and drink.

HR Audit of Staffing Committee – still awaiting outline of approach from Helen Pyle at Worknest. Chased 3.7.2023

Role based email accounts will be set up by the end of the week.

**Supervision** – this will be done through the regular one to ones.

### **Updates to policies and handbook**

All policies and staff handbook being reviewed with Worknest and a global staffing site dedicated to the town council is being populated this is being done in between more urgent deadlines.

Counselling service is adequate for now – will seek feedback from staff. As suggested the telephone counselling service will be the first port of call and line managers can suggest face to face on a case by case basis.

### **Mental Health First Aid**

Currently being organised with an anticipated date being September the end of the holiday season.

### **Training**

Modern.Gov training – have discussed with team and another training session will be organised for September after annual leave season.

### **Induction**

We now have access to a You Manage page as part of our subscription to Worknest which lists all points need to provide a comprehensive induction. At the same time feedback from recent new starters is being taken on board to improve/review current process.

### **GDPR Training**

Everyone had to undergo this training only 12 months ago. There is an obligation to keep on top of the training and this will be tracked in one-to-one meetings or via the appraisal system.

### **Staff Satisfaction Survey**

Questions and a structure being investigated with assistance from Worknest.

Meeting Closed at: 8.20 pm

**Signed:** .....

**Dated:**