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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 P Aves
Councillor J Crundell
Councillor J Oatley
Councillor T Price

31 July 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 **Monday 7th August 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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Melksham Town Council Staffing Committee

**Monday 7 August 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 - 6)

To approve the Minutes of the Staffing Committee meetings held on 3 July 2023 and 24 July 2023.

4. Confidential Session

Members are requested to make the following resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960.

Email: towncouncil@melksham-tc.gov.uk Web: www.melksham-tc.gov.uk

Facebook: facebook.com/melksham.town

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

To consider staffing matters.

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Melksham Town Council

Minutes of the Staffing Committee meeting held on Monday 24th July 2023

PRESENT:

Councillor P Aves
Councillor J Crundell
Councillor J Oatley
Councillor T Price (Deputy Town Mayor)

IN ATTENDANCE:

OFFICERS: Heather Parks Locum

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

22/23 Apologies

Apologies were received from Councillor S Crundell who had a Mayoral engagement.

23/23 Declarations of Interest

There were no declarations of interest.

24/23 Minutes

There were no minutes to approve

25/23 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.

There were no members of the public in attendance nor online. The online meeting was closed.

26/23 Complaint

A formal complaint had been received from a Councillor about an officer and it was **RESOLVED** to refer the complaint directly to Worknest and ask them to deal with.

Meeting Closed at: 6.39 pm

Signed:

Dated:

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: