

## **Melksham Town Council**

### **Minutes of the Staffing Committee meeting held on Monday 25th September 2023**

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

Councillor P Aves  
Councillor J Crundell  
Councillor T Price

#### **IN ATTENDANCE:**

**OFFICERS:** Heather Parks Locum

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

#### **32/23 Apologies**

Apologies were received from Councillor Oatley

#### **33/23 Declarations of Interest**

There were no declarations of interest.

#### **34/23 Minutes**

The minutes of 7<sup>th</sup> August 2023, having previously been circulated, were approved, (with one amendment, hand written, re minute number 29/23 which related to dates of meeting), as a correct record and signed by the Town Mayor Councillor Crundell.

#### **35/23 Confidential Session**

In view of the confidential and sensitive nature of the business to be transacted, in accordance with the Public Bodies (Admission to Meetings) Act 1960. It was proposed by the Town Mayor Councillor S Crundell and Seconded Councillor P Aves and

**UNANIMOUSLEY RESOLVED** that the public and press are excluded and are instructed to withdraw.

#### **36/23 Staffing Matters**

There was a general discussion on any holiday policy in place and Councillor Price asked for details to be provided to the committee for discussion at its next meeting. Officers outlined that with the amount of meetings booked, staff were attending in the evenings which impacted on work undertaken during the day. Holidays and TOIL are managed within the office and senior line managers.

It was felt by some that it would be clear which officers would attend meetings and this should be taken into consideration before holidays are being booked. Recently some meetings have not had the relevant staff available.

Questions raised were:

- Do we need an office manager?
- Can we use agency staff to fill gaps in the interim?
- Do we need a full time accountant?
- Can the Locum Clerk carry out appraisals?
- The Clerks appraisal needs to be circulated to all members of this committee to bring back to the next meeting.
- Two items were discussed regarding behaviour and actions have investigations have been set up.

### **37/23      Staffing Review**

What is happening about the staffing review and is there a timetable for this to take place? The Locum Clerk could not give a timescale but would update members when details were known.

Meeting Closed at: 6.50 pm

**Signed:** .....

**Dated:**