



# Public Document Pack

## 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

30 October 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 6th November 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.

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 6 November 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**

To receive apologies for absence.

**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 - 2)**

To approve the Minutes of the Staffing Committee meeting held on 25 September 2023.

**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**

To review staffing matters

### **5.1 Holiday Policy (Pages 3 - 50)**

Councillor Price has requested details of the holiday policy in place for officers. A Holiday policy is in place and forms part of the Staff Handbook and can be found at section 3.9

### **5.2 TOIL Policy**

Councillor Price has requested details of the time off in lieu policy. This forms part of the staff handbook and can be found at section 2.14.

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## 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:**

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