

Melksham Town Council

Minutes of the Staffing Committee meeting held on Monday 6th November 2023

PRESENT: Councillor S Crundell (Chair)

Councillor P Aves
Councillor J Oatley
Councillor T Price

IN ATTENDANCE:

OFFICERS:	Linda Roberts	Town Clerk
	Heather Parks	Locum Clerk

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

38/23 Apologies

Apologies were received from Councillor J Crundell

39/23 Declarations of Interest

There were no declarations of interest.

40/23 Minutes

The minutes of 25th September 2023, having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor S Crundell.

41/23 Confidential Session

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

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

42/23 Staffing

It was reported by officers that the staffing review would start on the 22nd November 2023 and a consultant would be in attendance to interview all staff. It is likely that the Mayor and Deputy would also be asked to meet with the contractor.

An informal meeting with members and staff would take place on 15th November. A discussion took place on the likely format of the event.

43/23 Holiday Policy

Members had been provided with the holiday policy which is detailed in the Staff Handbook. It was accepted that it had been difficult to enable all officers to take annual leave without impacting on other departments.
Noted.

44/23 TOIL Policy

The TOIL policy was discussed and the level of TOIL outstanding with staff members. The majority of TOIL is as a cost of the high level of meetings officers are required to attend.

Meeting Closed at: 7.05 pm

Signed:

Dated: