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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

27 November 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 4th December 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 4 December 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 6 November 2023 – [Link to Minutes](#)

4. Confidential Session

Members are requested to make the following resolution in accordance with the Public

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

Facebook: facebook.com/melksham.town

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 Matters

To up date members on staffing matters

5.1 Pay Policy 2023

On the 6th November 2023 the Local Government Services Pay agreement was made for all Spinal points which will be backdated to 1st April 2023.
To Note.

5.2 TOIL

The Clerk will update members on the taking of TOIL by senior officers.

6. Acting Up Policy (Pages 3 - 6)

Members to approve the draft Acting Up Policy prepared as requested by the committee.

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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:

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