



2025

MELKSHAM TOWN COUNCIL



Personnel Agenda

Monday 1st December 2025



**Town Hall,
Market Place,
Melksham,
Wiltshire
SN12 6ES**

01225 704187
towncouncil@melksham-tc.gov.uk

www.melksham-tc.gov.uk



MELKSHAM TOWN COUNCIL

Town Hall,
Market Place,
Melksham,
Wiltshire
SN12 6ES

CEO Miss Hayley Bell, Assoc CIPD, CertHE, FSLCC

01225 704187

towncouncil@melksham-tc.gov.uk

25th November 2025

Dear Councillors S Rabey, J Westbrook, G Elson, J Oatley and C Stokes,

You are summoned in accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) to a meeting of Personnel Committee of Melksham Town Council for the transaction of the business shown on the agenda below.

Monday 1st December 2025, to be held at 19.00 in the Council Chamber, Melksham Town Hall, Market Place, Melksham, SN12 7ES.

The quorum for Personnel is 3.

Public Participation.

Members of the public and the press may attend this meeting in person. Public participation will take place near the start of the meeting.

Each speaker is limited to three minutes, with a total public session of 20 minutes. Members of the public are requested to send their question to CEO@melksham-tc.gov.uk by noon on the working day before the meeting. You should still attend the meeting to ask your question.

No decisions will be made on matters not already on the agenda. The Council may ask the public and press to leave if confidential matters need to be discussed.

The Seven Principles of Public Life.

All members are reminded of their duty under the code of conduct to uphold the Seven Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Yours sincerely,

Miss Hayley Bell – CEO

Personnel Committee Terms of Reference

The management of the staff of the Town Council is an operational matter and firmly in the domain of the Town Clerk.

1. Membership: Elected Members (see 1.4.) plus the Town Mayor and Deputy Mayor.

1.1. The Committee shall be appointed in every election year and remain in place for the term of office of the council, save for the Mayor and Deputy.

1.2. Membership will include two designated substitutes who will also be appointed in every election year and remain in place for the term of office of the council.

1.3. Members wishing to serve on the Staffing Committee should provide a summary of their qualifications and experience in the area of personnel matters. Members of the Staffing Committee will be provided with training on an on-going basis, which they will be expected to undertake.

1.4. The quorum shall be 50% of membership, rounded up. The committee will meet on an 'as required' basis.

2. Authority: Local Government Act 1972, Sections 101 and 102.

3. Delegated Business

3.1 The Council's Standing Orders will apply to all meetings of the Committee. Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a sub-committee or to an officer.

3.2 The committee will have the right to resolve to restrict access to the rest of the council, where, in the committee's opinion, the papers and or information is deemed to be of a sensitive confidential nature. Councillors will need to demonstrate a 'need to know,' if they require sight of any other papers produced by or for the committee.

3.3 In any case where there is the potential for an appeal or claim against the council for unfair dismissal or constructive dismissal, before any information about the case is shared outside of the Staffing Committee and or the Appeals Panel, the time for appeal must have lapsed before the information can be shared.

3.4 The Committee has delegated authority to deal with the following matters on an ongoing basis or to conclusion:

3.4.1 To deal with all matters affecting the appointment, discipline, salary and terms and conditions of the Town Clerk.

3.4.2 To carry out the Town Clerk's annual appraisal and agree objectives..

3.4.3 To deal with any grievance regarding the Town Clerk.



MELKSHAM TOWN
COUNCIL

- 3.4.4 To deal with any staff matters referred to the committee by the Town Clerk.
- 3.4.5 To interview for SMT appointments, in conjunction with the Town Clerk, and make decisions where appropriate.
- 3.4.6 To consider, where referred by the Town Clerk, any matters emanating from the absence, grievance and disciplinary procedures contained in the Employee Handbook applicable to all members of staff employed by the Town Council.
- 3.4.7 Approve the awarding of contractual Scale Point increments, as appropriate.
- 3.4.8 To receive updates on staffing matters including restructuring and significant changes to job descriptions.

4. Delegation to the Town Clerk: In accordance with Standing Orders, the Town Clerk shall be empowered to exercise and perform on behalf of and in the name of and without further reference to the Council or other such appropriate committee of the Council all powers and duties of the Council in relation to the following:

Staffing Matters

- 4.1 The overall management of the staff including the establishment of an officer organisation which facilitates the management of all activities, administration and services on behalf of the Council.
- 4.2 The day-to-day supervision of direct reporting employees.
- 4.3 The maintenance of staff discipline including taking appropriate action in accordance with procedures (absence, grievance and disciplinary etc).
- 4.4 The overseeing of the appraisal procedure for all other staff to ensure appropriate targets are set and the staff team undertake continuous professional development training.
- 4.5 The maintenance and periodic review of terms and conditions of employment and job descriptions for all staff.
- 4.6 To ensure that appropriate regard is taken of the Health & Safety Act 1974 as amended.
- 4.7 To appoint temporary and permanent staff and implement salary and grading reviews, changes to responsibilities and job descriptions as considered necessary subject to any expenditure being within budget. (However, salary regrading outside of the agreed scale points to be confirmed and approved by the Staffing Committee).

AGENDA

Personnel

1. Apologies. **19.00 – 19.01**

To receive and consider acceptance for apologies and absences

(Local Government Act, 1972 s.85)

2. Declaration of interests. **19.01 – 19.02**

To declare an interest relating to the business of the meeting.

(Melksham Town Council Code of Conduct)

3. Public participation **19.05 – 19.25**

To allow public participation, 3 minutes per person, 20 minutes allocation.

(Local Government Act 1972, s. 12)

4. People Officers Report **19.25 - 19.30**

To receive the report

5. Appraisal Panel **19.30 - 19.40**

To appoint CEO's Appraisal Panel for Municipal Year 2026/27

6. Streaming of Meetings **19.40 – 19.50**

Historically Personnel meetings at Melksham Town Council are not recorded or streamed to avoid the danger of confidential matters accidentally being made public. Resolution of Full Council on 30th June 2025 requires all meetings to be live streamed via Teams and uploaded to YouTube.

Recommendation. The committee make a recommendation to Full Council that, to minimise the risk of confidential information being made public, Personnel meetings be formally excluded from the resolution of 30th June 2025.

5. 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.

6. Staffing Matters

19.50 -20.30

To receive verbal report on exit interviews, recruitment/retention and staff absences/complaints.



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Personnel Report

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Purpose of Report

To provide Councillors with information on personnel matters at Melksham Town Council to ensure:

1. Transparency and Oversight

Keeps councillors informed about staffing matters, ensuring transparency in how the council manages its workforce.

2. Strategic Decision-Making

Councillors can use this report to make informed decisions about staffing levels, recruitment, budgets, and service delivery.

3. Monitoring Workforce Trends

This report will provide data on:

- Staff turnover
- Absence rates
- Recruitment activity
- Training and development
- Diversity and inclusion metrics

4. Compliance and Governance

Ensures the council is meeting legal and policy obligations related to employment, equality, health & safety, and safeguarding.

5. Highlighting Risks or Issues

Flags any emerging concerns such as high sickness absence, recruitment challenges, or employee relations issues that may impact service delivery.

6. Celebrating Successes

Will highlight achievements, such as successful training programmes, staff awards, or improvements in wellbeing.

Workforce Trends

Staff turnover:

As of November 24, 2025, we currently have 27 employees on our payroll. These include:

12 full-time (44.4%)	4 part-time (14.8%)
10 casual (37%)	1 temporary (3.7%)

From October 25 until the 24th of November 2025, we have had 0 starters and 3 leavers. The breakdown is below:

<u>Starters (0)</u>	<u>Leavers (3) (10.7%)</u>
	Facilities (1) *
	Casuals (2) **

***Exit Interview completed (feedback to be shared in confidential session).**

**** Exit Interviews offered and awaiting response.**

Absence rates:

Historical absence data before October 2024 is unavailable due to a lack of monitoring.

Below are monthly absence hours by department:

September 25: 244.5 hours

Amenities: 200/81.8%,
Facilities: 37/15.1%,
Town Hall: 7.5/3.1%

October 25: 269.25 hours

Amenities = 266 hours / 98.8%

Town Hall = 3.25 hours / 1.2%

October 25:

November 25 to date: 148 hours

Amenities: 148/100%

For context, the average workplace absence level in the UK is approximately 48.75 hours per employee per year (calculated from 6.5 days at 7.5 hours per day), according to recent



**MELKSHAM TOWN
COUNCIL**

national statistics. This can serve as a benchmark when considering departmental figures above. On a weekly basis, this equates to about 0.94 hours of absence per employee (48.75 hours divided by 52 weeks).

Return to Work

Melksham Town Council conducts structured Return to Work Interviews as part of its commitment to safeguarding employee wellbeing, identifying any underlying issues, and proactively reducing sickness absence levels across the workforce.

***Further details will be shared in a confidential session.**

Recruitment activity:

Recent recruitment activity has included advertising for a full-time Venues Manager, a full-time Project Manager and part-time Venue Assistants. Interviews for the Venues Manager and Project Manager took place on 18th and 19th November, and conditional offers of employment will be issued this week.

We received a high calibre of applications, with strong interest in both roles. We would also like to thank Councillor Jennie Westbrook for assisting with the Project Manager interviews on Wednesday.

We are currently assessing the future recruitment needs for Melksham Town Council in line with the Corporate Plan, and future recruitment plans will be confirmed once the budget has been considered.

***Further discussions to continue in a confidential session.**

Training and development:

Staff and Councillor training and development are of utmost importance and are a high priority linked to improving culture, communication, and knowledge. As well as external qualifications (listed below), Councillors have their postponed Corporate Day scheduled this Saturday (29th November).

Staff continue to have a weekly team briefing, which has been praised by all and has been really helpful for disseminating important information and generally allowing the team to come together and improve communication. The team attended an extended team briefing



**MELKSHAM TOWN
COUNCIL**

on Wednesday, 29th October, for a Cyber Awareness Session run by the Cyber Crime Prevent & Protect Officers at Wiltshire Police. It was a very informative session, and we would like to thank the two officers who delivered an enjoyable and engaging session.

An annual staff training day will also become a standing item on the annual training plan, with the first one being planned for February 2026.

Training statistics between 30th September 25 – 24th November:

13 staff completed training.

15 courses attended.

Topics covered:

- TQUK Level 2 Certificate in Event Planning (RQF) (x1)
- Highfield Level 2 Award for Personal Licence Holders (RQF) (x1)
- Cyber Awareness Session & Cyber Escape Room Challenge (x12)
- Manual Handling Awareness V4.5 (x1)

Diversity and inclusion metrics:

Unfortunately, our first Breakfast & Learn Staff & Councillor Session was cancelled by the trainer (Equality & Diversity due to be delivered by T/Superintendent Ronnie Lungu - Police Race Action Plan - Transition Manager). Our next session will be in January 2026.

Compliance and Governance:

HR documentation continues to be of high priority for the People & Culture Officer. New contract templates are now in place and are being consistently used for all newly employed staff. Existing staff have been issued with updated contracts following consultation, and most have now signed and returned them (excluding those working under a casual worker agreement).

The People Handbook is the current priority and is being updated by the People & Culture Officer this week, ready to be reviewed by WorkNest. This will ensure it is legally compliant, aligns with best practice and reflects past decisions by this Council as documented in our Scheme of Delegation, Standing Orders, Terms of Reference and Resolutions. Updated people policies will then follow, ready to share at the first full council meeting on 12th January 2026.

The Council is reviewing its external HR support contract and has consulted several providers for the 2026–2027 period. A detailed update and formal recommendation will be presented to Full Council on 12 January.

Appointments of Panels.

The chair sought nominations for the CEO appraisal panels for the municipal year 2026 – 2027.

CEO Appraisal Panel

- 1
- 2
- 3

Confidential Session – Exit Interviews, Recruitment / Retention & Staff Absence/ Complaints.