



2025

## MELKSHAM TOWN COUNCIL



# Personnel Agenda

Monday 1<sup>st</sup> December 2025



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

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# 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](mailto:towncouncil@melksham-tc.gov.uk)

25<sup>th</sup> 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 1<sup>st</sup> 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](mailto: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.

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 30<sup>th</sup> 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 30<sup>th</sup> 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.

