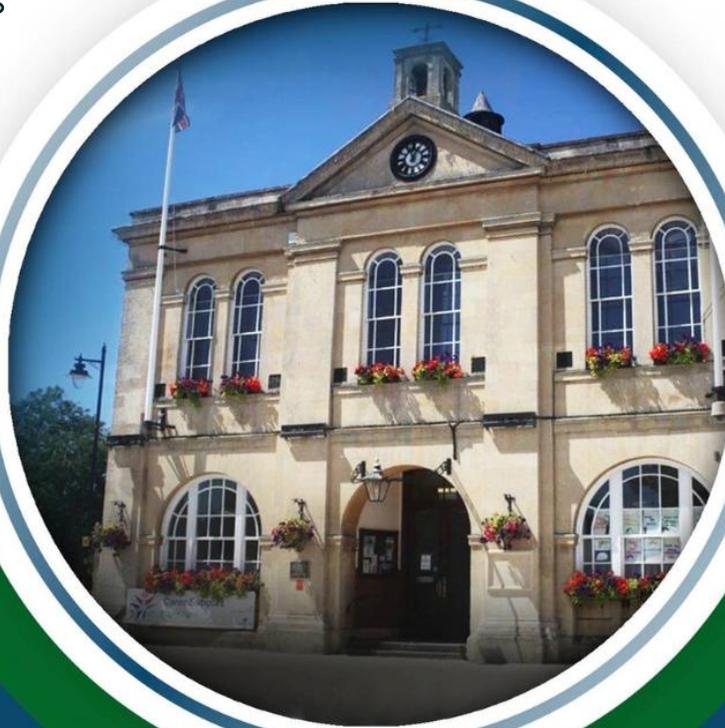




2026

MELKSHAM TOWN COUNCIL



Personnel Agenda

Monday 2nd March 2026



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

24th February 2026

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 2nd March 2026 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 or join the meeting on Teams via the following link [Personnel | Meeting-Join | Microsoft Teams](#) . 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.



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. Minutes | 19.02 – 19.05 |
| To approve the minutes of the previous meeting on 13 th January 2026.

(Local Government Act 1972, s. 12) | |
| 4. Public Participation | 19.05 – 19.25 |
| To allow public participation, 3 minutes per person, 20 minutes allocation.

(Local Government Act 1972, s. 12) | |
| 5. People & Culture Officers Report | |
| To receive the report. | |
| 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 | |
| To receive a verbal report on confidential matters. | |



Melksham Town Council

Minutes of the Personnel Committee

on Tuesday 13th January 2026

PRESENT: Councillor S Rabey Town Mayor
Councillor J Westbrook Deputy Town Mayor
Councillor P Aves
Councillor G Elson
Councillor J Oatley

IN ATTENDANCE

OFFICERS Hayley Bell CEO
Nicki Hudson People & Culture

PUBLIC No members of the public or of the press were present. One member of the public was present online.

33/25 Apologies

Apologies were received from Councillor Stokes, who was substituted by Councillor Aves.

34/25 Declaration of Interest

There were no declarations of interest.

35/25 Minutes

The minutes of 6th October 2025, 24th November 2025 and 1st December 2025, having been previously circulated, were approved as a correct record and signed by the Chair and town Mayor Councillor Rabey.

36/25 Public Participation

There was no public participation

37/25 Recruitment

The People & Culture Officer spoke to this item.

Currently recruiting for Project Manager and Venue Manager.

Two shortlisted for Venue Manager but neither applicant pursued the role.

Four shortlisted for Project Manager with interviews 14th January. One application has dropped out.

Amenities Assistant job description approved and will go live in a couple of days.

The possibility of Venue Manager being part time was discussed.

38/25 HR Support

The People & Culture Officer spoke to this item.

Current contract coming to an end. Due diligence review held, taking into account the HR needs of Melksham Town Council, staff benefits that are available and how Melksham compares to other Town Councils. Company chosen supplies everything in one package.

The Deputy Town Mayor asked if there was a recruitment policy. CEO confirmed there was no policy but it was intended to formulate one.

39/25 Confidential Session

It was proposed by the Town Mayor Councillor Rabey, seconded by the Deputy Town Mayor Councillor J Westbrook and

UNANIMOUSLY RESOLVED to go into confidential session in view of the sensitive nature of the business to be discussed.

40/25 Staffing Matters

A verbal update was given.

No decision was required.

Meeting closed at: 19:00

Signed

Dated



2026

MELKSHAM TOWN COUNCIL

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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 February 23rd 2026, we currently have 26 employees on our payroll. These include:

11 full-time (42.3%)	4 part-time (15.4%)
10 casual (38.5%)	1 temporary (3.8%)

We are also delighted to report that we have offered a T Level Digital Placement to a Wiltshire College & University Centre student who joined us two days a week at the beginning of February.

From December 25 until the 23rd of February 2026, we have had 1 starter and 2 leavers. The breakdown is below:

<u>Starters (1) (3.8%)</u>	<u>Leavers (2) (7.7%)</u>
Assembly Hall (1)	Finance (1) *
	Amenities (1)

***Exit Interview completed (feedback to be shared in confidential session). In addition, 2 x Exit Interviews (Casuals) from the last period are now available to share.**

Absence rates:

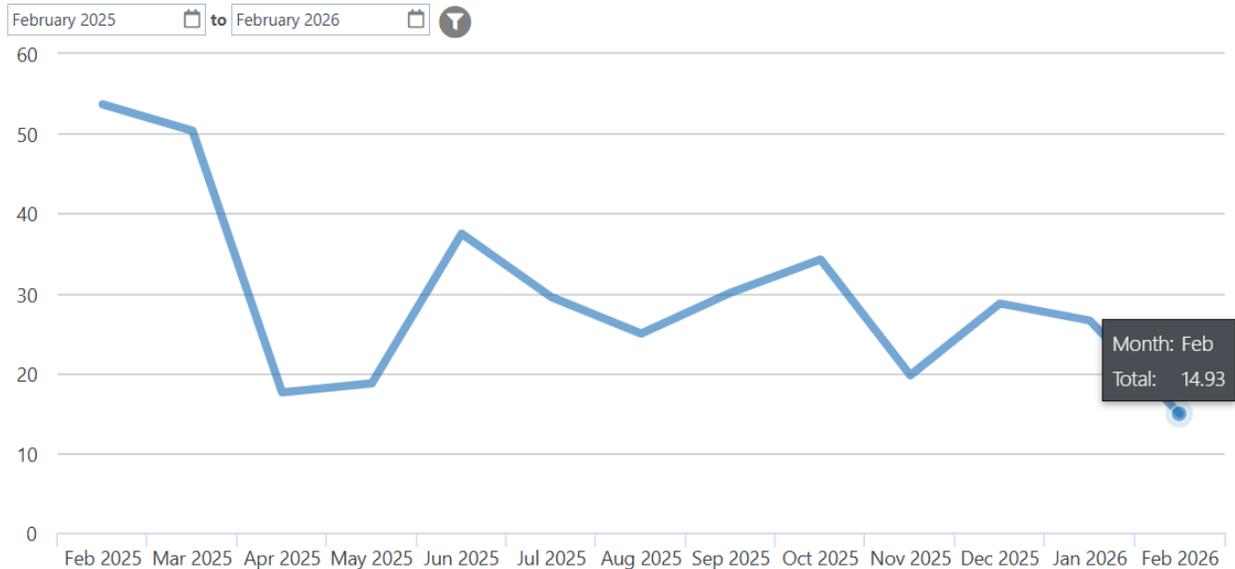
Over the past year, we have been tracking sickness absence closely, and we can now demonstrate a clear and sustained downward trend in the number of sickness days lost per month. In February 2025, when the People & Culture Officer commenced employment, the organisation recorded 53.67 sickness days lost. In comparison, as of 23 February 2026, the number of sickness days lost for the month has reduced significantly to 14.93 days, highlighting substantial improvement in attendance and the effectiveness of our absence-management practices.

This improvement is particularly noteworthy when set against the latest national figures. According to the Office for National Statistics, UK workers lost an average of 4.4 days to sickness in 2024, with a national sickness absence rate of 2.0% of working hours lost, a modest reduction of 0.3 percentage points from the previous year. Despite this national decrease, overall sickness absence across the UK remained high, with 148.9 million working days lost in 2024. Our Council's performance therefore shows a far steeper and



more consistent reduction than the national trend, demonstrating positive progress in employee wellbeing, case management, and proactive intervention strategies.

Sickness Days Lost per Month



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

Recruitment activity:

During this reporting period, the Council has continued recruitment efforts across several key roles, including the full-time Venues Manager, full-time Project Manager, and part-time Venue Assistants.

We are pleased to confirm that the recruitment campaign for the Venues Manager position has been successful. An offer was made and accepted, and the new Venues Manager commenced employment on Monday, 16 February. Their induction and onboarding are now underway.

The recruitment process for the Project Manager role progressed to offer stage; however, the offer was declined by the preferred candidate. As a result, the CEO is reviewing the position to ensure that future recruitment campaigns are aligned with current operational gaps and priorities.



Recruitment for Venue Assistants is ongoing. In addition to this, we have now opened recruitment for Amenities Assistants, and both roles are currently being advertised to strengthen our operational capacity across venues and amenities functions.

Training and development:

Training and development remain an ongoing priority for the Council, with a continued focus on supporting staff to build the skills and knowledge required for their roles. All new key staff have been enrolled onto the Introduction to Local Council Administration (ILCA) training to ensure a strong foundation in local government processes and responsibilities.

As part of the implementation of our new HR and Health & Safety platform, provided by Peninsula, staff development will become an increasingly prominent focus. The platform offers access to over 80+ CPD-certified courses and ROSPA-accredited qualifications, enabling employees to undertake relevant training that supports both their personal development and the Council’s operational needs. This expanded training provision will assist in embedding a consistent approach to compliance, professional standards, and continuous learning across the organisation.

Training statistics between 25th November 25 – 23rd February 26:

7 staff completed training.

8 courses attended.

Topics covered:

- FILCA
- Manual Handling Awareness V4.5 (x4)
- Breakthrough Communications (x2)
- Action Counters Terrorism (ACT) Awareness e-Learning

Compliance and Governance:

The Council’s compliance and governance arrangements continue to be reviewed to ensure appropriate coverage across both HR and Health & Safety functions. The current HR support contract with WorkNest is due to expire on 21 June 2026. In addition, there is presently no active contract in place for Health and Safety support, following the end of the previous arrangement with Right Directions.

To strengthen our compliance framework, the Council has now entered into a new contract with Peninsula, which will formally commence upon the expiry of the existing WorkNest



agreement. However, under Peninsula’s competitor agreement offer, we have been granted immediate access to their HR and Health & Safety services, allowing us to begin utilising their support without delay. Onboarding and staff training through Peninsula have now started, ensuring a smooth transition ahead of full contract activation.

Confidential Session – Exit Interviews, Investigation, 111 Notification, References

