



People

Agenda for 22/06/26 @ 17:45

melksham-tc.gov.uk/meetings



Melksham
TOWN COUNCIL



Melksham
TOWN COUNCIL

Tuesday 16 June 2026

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

Ref: People Committee Meeting, Monday 22 June 2026

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

Monday 22 June 2026 to be held at 17:45 in the Council Chamber, Melksham Town Hall, Market Place, Melksham, SN12 6ES.

The quorum for the People Committee 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: <https://tinyurl.com/2w8n9ah4> . 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 questions to CEO@melksham-tc.gov.uk by noon on the working day before the meeting. You should still attend the meeting, in person or online, 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



People 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



Melksham
TOWN COUNCIL

regrading outside of the agreed scale points to be confirmed and approved by the Staffing Committee).



Agenda

People Committee

1. **Apologies**
To receive and consider acceptance for apologies and absences
(Local Government Act, 1972 s.85)
2. **Declaration of Interests**
To declare an interest relating to the business of the meeting.
(Melksham Town Council Code of Conduct)
3. **Minutes**
To approve the minutes of the previous meeting 2 March 2026
(Local Government Act 1972, s. 12)
4. **Public Participation**
To allow public participation, 3 minutes per person; 20-minute allocation.
(Local Government Act 1972, s. 12)
5. **People & Culture Officers Report.**
To receive the report and note/action as below.
6. **Key Messages/Headlines**
To note.
7. **Staff Turnover**
To note.
8. **Absence Rates**
To note.
9. **Recruitment Activity**
To note.
10. **Training & Development**
To note.



11. Compliance and Governance

To note.

12. Mileage Allowance.

To note the new HMRC Rates

13. Purchase of Additional Annual Leave (PAL) Scheme

For decision on the introduction of Purchase of Additional Annual Leave (PAL) Scheme from April 2027

14. Birthday Leave

For decision on the introduction of birthday leave from January 2027

15. Long Service Annual Leave Alignment

For decision on the introduction of Long Service Annual Leave Alignment

16. 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.

17. Staffing matters

To receive verbal report on exit interviews, absence overview, CEO updates and staffing overview.

Melksham Town Council
Minutes of the Personnel Committee
on Monday 2nd March 2026

PRESENT: Councillor S Rabey Chair
 Councillor P Aves
 Councillor J Oatley
 Councillor C Stokes

IN ATTENDANCE

OFFICERS Hayley Bell CEO
 Nicki Hudson People and Culture Officer

PUBLIC No members of the public or of the press were present or present virtually

41/25 Apologies

Apologies were received from Councillor J Westbrook, who was substituted by Councillor Aves and from Councillor Elson.

42/25 Declaration of Interest

There were no declarations of interest.

43/25 Minutes

The minutes of 13th January 2026, having been previously circulated, were approved as a correct record and signed by the Chair Councillor Rabey.

44/25 Public Participation

There was no public participation

44/25 People & Culture Officer's Report

The report was given and noted.

45/25 Confidential Session

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

46/25 Staffing Matters

A verbal report was given and noted.

No decisions were required.

Meeting closed at: 20:45

Signed

Dated

DRAFT

MEETING
People Committee

DATE
22/06/26

TITLE
People Report

AUTHOR(S)
People & Culture Officer and CEO

Report



Purpose of Report

To provide Councillors with information on people 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:
 - 3.1 Staff turnover
 - 3.2 Absence rates
 - 3.3 Recruitment activity
 - 3.4 Training and development
 - 3.5 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.



Key Messages / Headlines

- Stable workforce with low turnover (7.7%)
- Successful recruitment across key roles
- Absence levels to monitor (231.5 hours)
- Introduction of new HR & Health & Safety system (BrightHR / BrightSafe) improving training access

Workforce Trends

Staff turnover:

As of June 15th 2026, we currently have 26 employees on our payroll. These include:

- 14 full-time (53.8%)
- 2 part-time (7.7%)
- 8 casual (30.8%)
- 2 temporary (7.7%)

From 24th of February 2026 until 15th June 2026, we have had 3 starters and 2 leavers. The breakdown is below:

- Starters (3) (11.5%)
 - Amenities (3)
- Leavers (2) (7.7%) *
 - Amenities (2)

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

Absence rates:

231.5 hours of time has been lost to absence since the last report (24th of February – 15th June 2026).

**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 Operations Manager, part-time Accounts Administration Officer, Amenities / Seasonal Assistants and Events & Hospitality Intern Assistant.

We are pleased to confirm that the recruitment campaign for all positions has been successful. As stated above, 3 x new members of the Amenities Team have already started (2 x Amenities Assistants and 1 x Seasonal Worker). The new Operations Manager and Events & Hospitality Intern Assistant both start on Monday 22nd June, the part-time Accounts Administration Officer will start on Monday 6th July and we are still waiting for pre-employment checks for a 2nd Seasonal Worker.

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.

BrightHR & BrightSafe (our new HR and H&S platform) is now active, so all staff have access to ongoing CPD and Managers have started to allocate relevant training for their teams.

The all-staff Team Away Day / Workshop has been booked and confirmed for Tuesday 6 October. The CEO and People & Culture Officer are working with an external provider to design a programme that ensures the day provides a valuable opportunity for the whole team to come together, strengthen collaboration, and focus on shared priorities and development.

The Town Hall will be closed on this day.

Training statistics between 24th February – 15th June 26:

- 8 staff completed training.
- 12 courses attended.
- Topics covered:
 - ILCA (x3)
 - Manual Handling Awareness V4.5 (x2)
 - Action Counters Terrorism (ACT) Security e-Learning (x2)
 - Action Counters Terrorism (ACT) Awareness e-Learning (x2)
 - LASER Level 2 Award for CCTV Operators in the Private Security Industry (x1)
 - Manual Handling Awareness V4.5 (x2)

In addition, all staff now have access to BrightHR which has over 80 training courses. These range from bite sized courses to CPD-certified courses and ROSPA-accredited qualifications.

Compliance and Governance:

Our WorkNest contract expired on the 21st of June 2026, so all HR and H&S support is now provided by Peninsula (BrightHR & BrightSafe). The new Operations Manager joins us with a wealth of Health & Safety knowledge and expertise and is suitably qualified to lead and advise on Health & Safety for Melksham Town Council.

Since February 2026, the Council has continued to meet its statutory duties and maintain compliance with employment legislation and internal policies.

This period has seen the introduction of significant national employment law reforms under the Employment Rights Act 2025. Key changes relevant to the Council include the introduction of day-one rights for certain types of family leave, reforms to Statutory Sick Pay extending eligibility and removing waiting days and strengthened protections for whistleblowing.

Although many of these changes have a greater operational impact on larger employers, they require ongoing review of policies, procedures and payroll practices to ensure compliance. The Council continues to monitor these developments and will update policies where necessary.

There is also an increasing national focus on transparency, equality and workforce wellbeing, including emerging expectations around gender pay gap reporting and employee support measures. While not all requirements apply directly to smaller councils, these principles continue to inform good practice.

No significant compliance issues or legal breaches have been identified during this period. Health and safety, safeguarding, and equality responsibilities continue to be met, supported by regular review and monitoring.

Mileage Rates Increase

Overview

Mileage Allowance

Mileage for business travel undertaken in a personal vehicle will be reimbursed in line with HMRC Approved Mileage Allowance Payments (AMAP) rates.

From 6 April 2026, the current HMRC rates are:

- Cars and vans:
 - 55p per mile for the first 10,000 business miles in a tax year

- 25p per mile thereafter
- Motorcycles:
 - 24p per mile
- Bicycles:
 - 20p per mile

Where employees carry passengers on the same business journey, an additional 5p per passenger per mile may be claimed where applicable.

These rates are intended to cover all vehicle running costs, including fuel, maintenance, insurance and depreciation.

Mileage must relate to legitimate business travel only and be supported by appropriate records.

Recommendations

The council to note the new HRMC rates.

Employee Benefits Review – Proposal Report

Purpose of Report

Melksham Town Council is committed to reviewing and enhancing its employee benefits to ensure it remains a forward-thinking, supportive and competitive employer.

This report sets out a number of proposed enhancements to the Council's employee benefits package, aimed at improving staff wellbeing, retention, recruitment, and organisational culture.

Background

The local government employment market remains competitive, and employee expectations continue to evolve. Many neighbouring authorities, including Wiltshire Council, have introduced modern benefits to support workforce wellbeing and flexibility.

To remain competitive and retain skilled staff, it is important that Melksham Town Council continues to review and align its offer with sector best practice.

Proposed Benefits:

Purchase of Additional Annual Leave (PAL) Scheme

Overview

It is proposed that the Council introduces a Purchase of Additional Annual Leave Scheme, enabling employees to buy additional leave to support wellbeing and personal flexibility.

Scheme Operation

- Leave year: 1 April to 31 March
- Application window: January (effective from 1 April)

Eligibility (Proposed)

The scheme may exclude:

- Employees in their probationary period
- Employees on fixed-term contracts with less than 12 months remaining
- Casual or zero-hours workers

Amount of Leave

- Up to 10 days (pro-rata) per year
- Typically taken in one-week blocks
- Standard annual leave requests take priority

Benefits

- Supports wellbeing and work-life balance
- Provides flexibility for personal circumstances
- Enhances recruitment and retention

Financial Considerations

- Operated via salary deduction
- Potential Employer National Insurance savings
- Possible pension-related savings, subject to scheme rules

Recommendation

To approve the introduction of Purchase of Additional Annual Leave (PAL) Scheme from April 2027

Birthday Leave

Overview

It is proposed that employees are granted one additional day of paid leave, which will be allocated on their birthday. Where an employee's birthday falls on a weekend, the leave will be allocated on the preceding Friday if it falls on a Saturday, and on the following Monday if it falls on a Sunday.

Benefits

For employees:

- Promotes wellbeing and personal time
- Recognises individuals and boosts morale

For the Council:

- Supports staff retention and engagement
- Enhances employer reputation
- Contributes to a positive workplace culture

Administration

- Subject to manager approval
- Non-contractual and discretionary
- Reviewed periodically

Recommendation

To approve the proposal of introducing birthday leave from January 2027

Long Service Annual Leave Alignment

Overview

It is proposed that Melksham Town Council aligns its annual leave entitlement with Wiltshire Council's approach to reward long service and support retention.

Proposed Annual Leave Structure

Employees would receive:

- Holiday entitlement is 26 days plus the 8 normal bank holidays or a day in lieu where we require you to work on a bank holiday.
- Increasing to 30 days after 5 years' continuous service
- Increasing further to 32 days after extended long service (e.g. 40 years)

Rationale

For employees:

- Recognises and rewards commitment and long service
- Supports wellbeing and work-life balance
- Provides a clear progression in entitlement

For the Council:

- Improves employee retention, particularly among experienced staff
- Helps retain knowledge and reduce turnover
- Aligns with local authority best practice, including Wiltshire Council
- Strengthens the Council's position as an attractive employer

Legislative and Policy Considerations

The proposed benefits will be implemented in line with relevant legislation and guidance, including:

- Employment Rights Act 1996
- Working Time Regulations 1998
- National Minimum Wage / National Living Wage requirements
- HMRC guidance on salary arrangements (where applicable)

The Council will ensure:

- Statutory leave entitlements are maintained
- Pay does not fall below legal thresholds
- All schemes are applied fairly and transparently

Conclusion

The proposed enhancements represent a balanced and low-cost approach to improving the Council's employee benefits package.

Collectively, they will:

- Support employee wellbeing
- Improve staff retention and engagement
- Enhance recruitment capability



Melksham
TOWN COUNCIL

- Align Melksham Town Council with sector best practice, including Wiltshire Council
- Reinforce the Council's ambition to be an employer of choice

Recommendations

Members are asked to:

Approve the introduction of Long Service Annual Leave Alignment

Our Town Plan

T8.04 Prioritise Wellbeing

T8.08 Encouraging Innovation and New Ideas

Confidential Session: Exit Interviews, absence overview, CEO updates and staffing overview.