



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

First Floor
Melksham Community Campus,
Market Place, Melksham,
Wiltshire, SN12 6ES
Tel: 01225 705700

Email: clerk@melkshamwithout-pc.gov.uk

Web: www.melkshamwithout-pc.gov.uk

Web: www.melkshamwithout.co.uk

Tuesday 1st November 2022

To all members of the Council **Staffing Committee**: Councillors: Alan Baines, Stefano Patacchiola, David Pafford (Acting Chair of Council), Andy Russell (Acting Vice- Chair of Council) Robert Shea-Simonds, Shona Holt and Rob Hoyle.

You are summoned to attend the Staffing Committee Meeting which will be held on **Monday 7th November 2022 at 7.45pm (following the Planning Committee)** at Melksham Without Parish Council Offices (First Floor), Melksham Community Campus, Market Place, SN12 6ES to consider the agenda below.

TO ACCESS THE MEETING REMOTELY PLEASE FOLLOW THE ZOOM LINK BELOW. THE LINK WILL ALSO BE POSTED ON THE PARISH COUNCIL WEBSITE WHEN IT GOES LIVE SHORTLY BEFORE 7PM.

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRIVWVU54UW1YWWE4NkNrZz09#success>

Or go to www.zoom.us or Phone 0131 4601196 and enter: Meeting ID: 279 181 5985
Passcode: 070920 Instructions on how to access zoom are on the parish council website www.melkshamwithout.co.uk If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234

The recording will be available to view on YouTube the day following the meeting, search for Melksham Without Parish Council, until the minutes of that meeting are approved, which become the legal record of the meeting.

Yours sincerely

A handwritten signature in cursive script that reads 'Strange'.

Teresa Strange, Clerk

AGENDA

1. **Welcome, Announcements and Housekeeping**
2. **To appoint Chairman & Vice Chair of Staffing & Resources Committee for 2022/23**
3. **To receive Apologies and approval of reasons given**
4. To receive **Declarations of Interest**
5. **To consider holding items in Closed Session (11,12, 13, 16, 17c, 17d) due to confidential nature** Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted
6. **Public Participation**
7. To note latest situation with negotiations on NJC (National Joint Council for Local Government Services) new pay scales for 2022-2023. <https://www.slcc.co.uk/local-government-pay-claim-2022-23-pay-offer-accepted/> and impact on Budget 2022/23
8. To note latest newsletter from Wiltshire Pension Fund with Fund Update on current market conditions <https://employer.wiltshirepensionfund.org.uk/article/5715/Employer-Newsletters>
9. To note staff additional hours up to October 2022 and Actual vs Budget for staffing (by individual) for this financial year to date.
10. To review the following policies:
 - a) DBS Check Policy and note current DBS status of staff
 - b) New Communications Policy
 - c) New National Association of Local Councils (NALC) Dignity at work Policy
 - d) Habitual & Vexatious Complainants Policy
11. To note accident report and consider any actions
12. To receive feedback following staff appraisals and consider any actions arising
13. To receive feedback following Clerk's appraisal and consider any actions arising
14. To consider any requests for staff training and to note current training log
15. To consider any amendments to Job Descriptions
16. To consider pay scale increase for Allotment Warden following successful completion of RoSPA qualification.
17.
 - a) To note current Disciplinary Policy
 - b) To note ACAS webinar re Investigations and disciplinaries – how to manage and disclose information (information to follow from webinar 7th Nov)
 - c) To note current Disciplinary Investigation
 - d) To consider next steps

Copy to: All Councillors