



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday 4th March 2025

To all members of the Council **Staffing Committee**: Councillors: Alan Baines (Chair of Committee), John Glover (Chair of Council), David Pafford (Vice-Chair of Council), Robert Shea-Simonds (Vice-Chair of Committee), Shona Holt and Anne Sullivan

You are summoned to attend the Staffing Committee Meeting which will be held on **Monday 10th March 2025 at 7.00pm 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&omn=87356447482>

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

To access the agenda online please scan the below QR code.

YOU CAN ACCESS THE AGENDA PAPERS HERE

Yours sincerely

A handwritten signature in black ink that reads "Strange".

Teresa Strange, Clerk



AGENDA

1. **Welcome, Announcements and Housekeeping**
2. **To receive Apologies and approval of reasons given**
3. To receive **Declarations of Interest**
4. **To consider holding items in Closed Session 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 (**Agenda items 7a,b,c & d**) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted
5. **Public Participation**
6. **Health and Safety:** To note any Health and Safety matters occurring since the last meeting (standing item as per the health and safety policy).
7. **Recruitment:**
 - a) To approve appointment of the Parish Officer following the recommendation of the Interview Panel
 - b) To agree the new Parish Officer start date of Tuesday 22nd April
 - c) To agree Parish Officer draft contract, based on parish council model version
 - d) To agree salary scale point for new Parish Officer
8. **Appraisals:** To receive update on current situation and agree way forward
9. To review latest NALC advice note on **Sexual Harassment in the Workplace** following new positive duty for employers (councils) to prevent sexual harassment in the workplace
10. **To review the following Policies:**
 - a) Dignity at Work, Bullying and Harassment Policy
 - b) Car Usage Policy
 - c) Grievance Policy
 - d) First Aid Policy
 - e) Pension Policy

- f) Social Media Policy
- g) Lone Working
- h) Home & Hybrid Working Policy
- i) Safeguarding Policy

Copy to: All Councillors