



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Monday 11th December 2023

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

You are summoned to attend the Staffing Committee Meeting which will be held on **Monday 18th December 2023 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>

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

Teresa Strange, Clerk



AGENDA

Serving rural communities around Melksham

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 9,10 & 11**) 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. **Office Accommodation:**
 - a) To note correspondence received from Wiltshire Council regarding the car parking arrangements due to be implemented at the Campus from 8th January 2024 and consider parking arrangements for staff.
 - b) To receive feedback from Melksham Community Campus fire evacuation training
 - c) To note office closedown dates for the Christmas break.
8. To note staff member summoned to undertake Jury service and consider the implications.
9. To review current workload levels.
10. To consider any feedback received to date on revised staff contract consultation (deadline midday Friday 22nd December)
11. To consider scale point reviews for all staff following appraisals. (*deferred from Staffing Committee 30th October*)

Copy to: All Councillors