



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday 20th June 2023

To all members of the Council **Staffing Committee**: Councillors: Alan Baines, John Glover (Chair of Council), Stefano Patacchiola, David Pafford (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 26th June 2023 at 8.00pm (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>

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 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 2023/24**
3. **To receive Apologies and approval of reasons given**
4. To receive **Declarations of Interest**
5. **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 13, 14 & 15**) 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 'Good Councillor's guide to employment' document.
8. To note guide to DBS checks and agree what check is appropriate to be undertaken on parish council staff bearing in mind the eligibility criteria set out by law.
9. **To review the following policies:**
 - a) DBS Policy (Following discussion earlier on in the agenda)
 - b) Habitual & Vexatious Complainants Policy
 - c) Disciplinary Policy
 - d) Equality and Diversity Policy
 - e) Health & Safety Policy
 - f) Learning and Development Policy
 - g) Safeguarding Policy (new)
10. To approve standard model for staff contracts
<https://www.slcc.co.uk/update-on-the-revised-model-contract/>
11. To approve job descriptions following amendments made after staff appraisals (Nov 2022)
12. To note latest update on pay increase negotiations (nationally)
13. To consider any requests for staff training and to note current training log
14. To note staff additional hours for 2022/23 and Q1 2023/24 and consider workload levels.
15. To note the Finance & Amenities Officer has passed her FILCA (Financial Introduction to Local Council Administration) qualification and consider any scale increment as a result.

Copy to: All Councillors