



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday 28th September 2021

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

You are invited to attend the Staffing Committee Meeting which will be held on **Monday 4th October 2021 at 7.00pm** to consider the agenda below.

MEMBERS OF THE PUBLIC ARE MORE THAN WELCOME TO ATTEND THE FACE TO FACE MEETING, BUT ARE ENCOURAGED TO PARTICIPATE VIA ZOOM, DUE TO LIMITED SPACE AVAILABLE IN OUR MEETING SPACE TO COMPLY WITH COVID RESTRICTIONS (Maximum number in room is 18). MEMBERS OF THE PUBLIC ARE ALSO ENCOURAGED TO SUBMIT ANY QUESTIONS IN WRITING. Please be aware that the doors and windows will be open for ventilation and so the room may be cold. Masks will need to be worn on moving around the room, but can be taken off when the meeting begins and you are seated. TO ACCESS THE MEETING PLEASE FOLLOW THE ZOOM LINK BELOW. THE MEETING WILL ALSO BE STREAMED LIVE ON YOUTUBE, THE LINK WILL BE POSTED ON THE PARISH COUNCIL WEBSITE WHEN IT GOES LIVE SHORTLY BEFORE 7PM.

Click link here

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRlVWVU54UW1YWWE4NkNrZz09>

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

Yours sincerely,

A handwritten signature in black ink that reads 'T. Strange'.

Teresa Strange
Clerk

Serving rural communities around Melksham

AGENDA

1. **Welcome, Announcements & Housekeeping**
2.
 - a. **To appoint Chairman of Staffing & Resources Committee for 2021/22**
 - b. **To appoint Vice Chair of Staffing & Resources Committee for 2021/22**
3. **To receive Apologies and approval of reasons given**
4. **Declarations of Interest**
 - a) To receive Declarations of Interest
 - b) To consider for approval any Dispensation Requests received by the Clerk and not previously considered.
5. **To consider holding items in Closed Session (13, 15, 17 & 18) 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 last Staffing Committee minutes (18th January 2021 & 16th March 2021) for background information**
8. **To note latest Covid status for Wiltshire**
9. **To review current risk assessments for Covid**
10. **To consider adopting new staffing policies (Covid related):**
 - a) Face coverings policy
 - b) Travelling abroad and quarantine rules
 - c) Refusals to Return to Work
 - d) Vaccination and Testing
11. **To consider the following:**
 - a) if/when staff to return to work in the office full time
 - b) if flexible working from home is still available
 - c) if/when the office is to re-open to the public
12. **a) To review the following existing staffing policies:**
 - a) Dignity at Work, Bullying and Harassment Policy
 - b) Car Usage Policy
 - c) Grievance Policy
 - d) First Aid Policy
 - e) Pension Policy
 - f) Lone Working

13. To note staff additional hours up to September 2021 and Actual vs Budget for staffing (by individual) for this financial year to date (at 6 month mark).
14. To consider if staff members monthly salary payments should be made on the same date each month.
15. To consider current situation with negotiations on NJC (National Joint Council for Local Government Services) new pay scales for 2021-2022 and note what Budget provision made.
16. To note Staff Training log and requests for training
17. To receive feedback following staff appraisals and review Job Descriptions and scale points
18. To clarify holiday entitlement

Copy to: All councillors