

**MINUTES of the Staffing Committee of Melksham Without Parish Council held
on Monday 18th March 2024 at Melksham Without Parish Council Offices,
Melksham Community Campus (First Floor), Market Place, Melksham,
SN12 6ES at 7.00pm**

Present: Councillors John Glover (Chair of Council), David Pafford (Vice Chair of Council), Alan Baines (Chair of Committee), Robert Shea-Simonds (Vice Chair of Committee), and Shona Holt.

Officers: Teresa Strange (Clerk)

Housekeeping: There were no members of public present in person or remotely.

450/23 Apologies: It was noted that the two other members of the Committee had recently stepped down as Councillors, so the Committee currently stood at 5 members, and the Clerk confirmed that the meeting was quorate.

451/23 Declarations of Interest: There were none declared.

452/23 Items to be held in Closed Session 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 (Agenda items 9 & 10) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

Resolved: Agenda items to be held in closed session for reason 3d (a) engagement, terms of service, conduct and dismissal of employees.

453/23 Public Participation This item fell as there were no members of the public present.

454/23 Health and Safety: To note any Health and Safety matters occurring since the last meeting (standing item as per the health and safety policy).

The Clerk reported that further to the Campus Evacuation exercise in December when she raised a concern on locating parish council members who also cross to use the Campus facilities, the three officers (and temporary staff member) now sign in and out of the building so it was clear whether they needed evacuating or not in an emergency. Other visitors, including councillors, don't need to sign in as they are never in the parish council officers without one of the three officers present, who take responsibility for evacuation numbers.

455/23 Policies: To review the following policies:

- a) Social Media Policy (every 3 years)
- b) Safeguarding Policy (annually)

Recommendation: The Council adopt the Safeguarding and Social Media policies with no changes, following review by the Staffing Committee.

456/23 Staff Training:

a) To note current Staff Training Log

Members noted the staffing log for the recent months and were pleased to see continuous professional development for all staff members.

b) To consider options for staff fire warden training

Recommendation: The three council officers attend the 6 monthly Campus Evacuation exercises in turn, rather than renew specific Fire Warden training.

The following items were held in closed session.

457/23 To approve Clerk's Temporary Working arrangements

Recommendation: To approve the Clerk's temporary arrangement of working from home in line with the council's Home and Hybrid Working policy, to be reviewed in 3 months or a change of circumstances.

458/23 To receive feedback following staff appraisal and consider actions arising

The members reviewed the feedback from the staff appraisal.

Meeting closed at 20:50

Signed.....
Chairman, Monday 25th March 2024