

MINUTES of the Staffing Committee of Melksham Without Parish Council held on Monday 20th May 2024 at Melksham Without Parish Council Offices, Melksham Community Campus (First Floor), Market Place, Melksham, SN12 6ES at 9.15pm

Present: Councillors John Glover (Chair of Council) for part of the meeting, 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.

39/24 Apologies: It was noted that the Committee currently stood at 5 members. The Clerk confirmed that the meeting was quorate, and would be on the departure of Councillor Glover part way through the meeting.

40/24 Declarations of Interest: There were none declared.

41/24 Chairman & Vice Chair of Staffing Committee for 2024/25:

a) Election of Chair of Staffing Committee for 2024/25

Resolved: That Councillor Alan Baines be Chair of the Committee for 2024/25.

b) Election of Vice-Chair of Staffing Committee for 2024/25

Resolved: That Councillor Robert Shea-Simonds be Vice- Chair of the Committee for 2024/25.

42/24 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 as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

Resolved: Agenda items 9 & 10 to be held in closed session for reason 3d (a) engagement, terms of service, conduct and dismissal of employees.

43/24 Public Participation: This item fell as there were no members of the public present.

44/24 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 following a conversation earlier in the day regarding an unrelated council that historically had experienced an employee fatality in a ride on mower incident, that she immediately had followed up with the Friends of Shurnhold Fields who had just purchased a new one and advised them to confirm that they had

both training and a risk assessment before use. They had confirmed that all the volunteers using the equipment had been trained; with a risk assessment to follow.

45/24 Employment Law Changes: Members noted a round up of the latest changes in employment law, including the Employment Relations (Flexible Working) Act 2023.

The following items were held in closed session.

Councillor John Glover, as Chair of Council, left the meeting as per the Council's Disciplinary Policy.

46/24C Staffing Matters:

The Clerk recapped the recent activities that had been communicated by email with the Staffing Committee, excluding Councillor John Glover, as previously agreed.

Resolved: The parish council refer the employee for an Occupational Health Assessment.

47/24C HR Resource:

Resolved:

The parish council appoint Workplace Wellness to undertake an Occupational Health Assessment for £300, or £450 if a complex case, excluding VAT, to be organised as soon as possible under the Clerk's delegated powers as set out in the Financial Regulations.

Meeting closed at 22:05

Signed.....
Chairman, Monday 17th June 2024