



## MELKSHAM WITHOUT PARISH COUNCIL

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Tuesday 24<sup>th</sup> October 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 30<sup>th</sup> October 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](http://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](http://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

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 10, 12, 13, 14 & 15**) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted
5. **Public Participation**
6. **Policies:** To note response received from NALC (National Association of Local Councils) following the council's request for clarification on what constituted as 'gross negligence' and 'gross insubordination' on the model policy and consider updating Disciplinary Policy.
7. To note the joint initiative between Wiltshire Police and Soroptimist International of Salisbury called 'Operation Awake' which provides additional support to local women in public life who might be at the receiving end of abusive emails and social media posts.
8. **Health and Safety:** To note any Health and Safety matters occurring since the last meeting (standing item as per the health and safety policy).
9. To note latest update on 2023/24, pay increase negotiations (nationally)
10. To note staff additional hours up to September 2023 and Actual vs Budget for staffing (by individual) for this financial year to date
11. **Staff contract:** To note staff contract consultation underway and consider any matters arising
12. **Staff Training:** To consider any requests for staff training and to note current training log
13. To receive feedback following staff appraisals and consider any actions arising
14. To receive feedback following Clerk's appraisal and consider any actions arising
15. To consider any amendments to Job Descriptions
16. To consider scale point reviews for all staff following appraisals

**Copy to: All Councillors**

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