



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

First Floor, Crown Chambers,
7 Market Place, Melksham,
Wiltshire. SN12 6ES
Tel: 01225 705700

Email: clerk@melkshamwithout.co.uk

Web: www.melkshamwithout.co.uk

Tuesday 20th June 2017

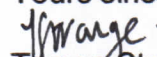
To all members of the Council Staffing & Resources Committee: Cllrs Richard Wood, John Glover, Alan Baines, Terry Chivers, Nick Holder & Kaylum House

Dear Staffing & Resources Committee members

Re: STAFFING & RESOURCES COMMITTEE MEETING

You are summoned to attend the Staffing & Resources Committee Meeting which will be held on **Monday 26th June 2017 at Crown Chambers, 7 Market Place, Melksham at 7.00pm**, to consider the agenda below.

Yours sincerely


Teresa Strange
Clerk

AGENDA

1. **Welcome, Announcement & Housekeeping**
2. **Apologies and approval of reasons given.**
3. To elect **Chair and Vice Chair** for the Staffing & Resources Committee for 2017/18.
4. To receive **Declarations of Interest**
5. To consider holding items in **Committee (Agenda item 13b,c & d) 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.
 - a) To note **Terms of Reference** of Staffing & Resources Committee
 - b) To note **Minutes of last Staffing Committee meeting** (30th Jan 2017) & Min 389/16 Full Council (6th March 2017)
8. **Staff & Member Training:**
 - a) To note Training Log
 - b) To consider requests for training (staff)
 - c) To consider options for new councillor/chairman training
 - d) To consider options for "Planning Negotiations" training
9. **Policies:**
 - a) To consider adopting a **Dignity at Work/Bullying and Harassment Policy** or **Protocol on Member/Officer Relations** *(examples provided)*
 - b) To consider i) Reviewing the existing **Health & Safety Policy**

- OR ii) Adopting a new Health & Safety Policy (*examples provided*)
- c) To review **Pensions Policy**
- d) To consider replacing existing **Disability Equality Policy** with new **Equal Opportunities Policy** (*example provided*)

10. Health & Safety:

- a) To note Health & Safety log.
- b) To review recent fire drill (*Evacuation from Full Council meeting 19th June 7.45pm*) and consider any further actions as a result
- c) To review Crown Chambers Fire Risk Assessment
- d) To note annual service of portable firefighting equipment carried out at Pavilion
- e) To note 6 monthly service of automatic fire alarm and detection system, and emergency lighting system carried out at Pavilion
- f) To note recording system for internal interim inspections at Pavilion
- g) To note Display Screen Equipment (DSE) workstation risk assessments undertaken and consider any further actions as a result

11. Pension:

- a) To note Wiltshire Pension Fund "Employer Update June & March 2017"
- b) To note correspondence from Wiltshire Pension Fund on "Ill Health Retirement"
- c) To note correspondence from Wiltshire Pension Fund on "Internal Pension Dispute Resolution Procedure (IDRP)" and appoint a Stage 1 Adjudicator
- d) To note Wiltshire Pension Fund's "Investment Strategy Statement"

12. Resources:

- a) To consider future action regarding Bowerhill Villager printer.
- b) To note correspondence from Knorr Bremse re: car parking arrangements

13. Staffing:

- a) To consider varying contracts of employment with regards to wording of "minimum notice period".
- b) To agree Clerk's pattern of working hours in relation to paid leave
- c) **Staff Sickness:**
 - i) To note forthcoming staff sickness
 - ii) To consider further advice for outstanding Recommendation 344/16b relating to paid/unpaid leave for hospital appointments
 - iii) To receive verbal report following Return to Work Interview for returning staff member
- d) **Apprentice:**
 - i) To receive verbal report on progress of Apprentice Parish Officer
 - ii) To consider rate of pay for Apprentice Parish Officer when undertaking additional hours as staff cover
- e) **Recruitment:**
 - i) To review and approve Job Description and Person Specification for Finance Assistant and Allotment Warden
 - ii) To consider where to advertise both vacancies and approve cost of paid advertisements
 - iii) To agree Interview Panels (and dates) to shortlist and interview candidates and make job offer to successful candidates for both positions

Copy to: All Councillors