MELKSHAM WITHOUT PARISH COUNCIL
Clerk: Mrs Teresa Strange

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Monday 16th November 2026

To all members of the Council **Staffing Committee**: Councillors: Alan Baines, John Glover (Chair of Council), David Pafford (Vice-Chair of Council), Anne Sullivan (Chair of Committee), Mark Blackham, Tony Hemmings and Alyssa Ramsey.

You are summoned to attend the Staffing Committee Meeting which will be held on **Monday 23rd November 2026 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=Y2x5T25DRlVWVU54UW1YWWE4NkNrZz09&omn=82000910893
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-pc.gov.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 elect Vice-Chair of Staffing Committee for 2026/27**

4. To receive **Declarations of Interest**

5. **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 8 & 9)** as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

6. **Public Participation**

7. **Policies:**

   a) To consider response on policy questions to council's HR adviser from last Staffing Committee meeting.

   b) To consider the following HR policies, procedures, appraisal documentation and model employment contract provided by the council's HR adviser.

   i. Performance Management and Employment Framework

   ii. Appraisal Policy

   iii. Appraisal Documentation

   iv. Performance Improvement Policy

   v. Model Employment Contract

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. **Staffing Update:** To consider items in confidential staffing report

Copy to: All Councillors