

MINUTES of the Emergency Staffing Committee of Melksham Without Parish Council held on Tuesday 19th August 2014 at Crown Chambers at 12.30pm

Present: Cllrs. Richard Wood (Chair), John Glover (Vice-chair), Alan Baines, Terry Chivers, Pat Nicol and Jan Chivers

Cllrs. Steve Petty and Greg Coombes attended as observers.

Apologies: Cllr Mike Sankey.

It was noted that the Clerk was on annual leave and the Asst Parish Officer attended and took notes.

180/14 **Declarations of Interest:** All members present at the meeting declared an interest in their role as employers.

*The Council **resolved** that the meeting be held in committee in accordance with Standing Orders 36 & 61 “That in the view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.” Reason (a): it is desirable that the following matters be treated as confidential (c) engagement, terms of service, conduct and dismissal of employees.)*

181/14C **Urgent Staffing Issue:**
The Chairman read out his notes following the communications that had taken place between himself and ACAS on 14th August. The issue concerned an employee who had initiated a conciliation process to a reported grievance.

The Chairman made the following proposal which was carried unanimously.
Recommendation: *The Council do not offer a letter of apology as they feel that they have done nothing wrong.*

The Chairman made the following proposal which was carried unanimously.
Recommendation: *The Council contact their Insurance company for advice. The Chairman put together a letter to ACAS stating the Council’s position; and advise that it would still have to be ratified by the Full Council on the 8th September. The letter to be circulated to members of the Staffing Committee for their approval, taking on board any advice from the insurers, to be sent to ACAS by the 27th August deadline.*

182/14C **Return to Work: Recommendation:** *The employee be invited in for an interview to discuss her timesheet.*

183/14C

Request for medical report from Doctor: A letter was written (10th July) to the employee's Doctor which followed the format of an ACAS template. This has been chased, but no reply received yet.

Meeting closed at 1.25pm

Chairman, 8th September, 2014