



## MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

Sports Pavilion, Westinghouse Way,  
Bowerhill, Melksham,  
Wiltshire. SN12 6TL  
Tel: 01225 705700

Email: [clerk@melkshamwithout.co.uk](mailto:clerk@melkshamwithout.co.uk)

Web: [www.melkshamwithout.co.uk](http://www.melkshamwithout.co.uk)

Wednesday 11<sup>th</sup> March 2020

To all members of the Council Staffing Committee: Cllr Richard Wood (Chair of Council), Cllr John Glover (Vice Chair of Council), Cllr Alan Baines (Chair of Committee), Cllr Nick Holder (Vice Chair of Committee), Cllr David Pafford and Cllr Robert Shea-Simonds

Dear Staffing Committee members

### Re STAFFING COMMITTEE MEETING ON MONDAY 16<sup>th</sup> March 2020

You are summoned to attend the Planning Committee Meeting which will be held on **Monday 16<sup>th</sup> March 2020 at 7.45pm (Following the Planning Committee)** at **1 Swift Way, Westinghouse Way, Bowerhill, SN12 6TL**, to consider the agenda below.

Yours sincerely

A handwritten signature in blue ink that reads 'T. Strange'.

Teresa Strange, Clerk

### **AGENDA**

- 1. Welcome, Announcements & Housekeeping**
- 2. To receive Apologies and approval of reasons given.**
- 3. a) To receive Declarations of Interest**  
**b) To consider for approval any Dispensation Requests** received by the Clerk and not previously considered.
- 4. To consider holding items in Closed Session (12b-f) 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*

Serving rural communities around Melksham

## **5. Public Participation**

## **6. To appoint Chairman & Vice Chair of Staffing Committee for 2019/20**

## **7. To note previous Staffing Committee minutes for 2019/20 for background information**

## **8. Policies:**

- a) To consider ACAS advice regarding Coronavirus and make any policy and operational recommendations as necessary
- b) To note that NALC have produced a suite of HR policies for use by councils
- c) To review current policies;
  - i. Habitual or Vexatious Complainants
  - ii. Equal Opportunities
  - iii. Health & Safety
  - iv. Training
  - v. Social Media
  - vi. Disciplinary Policy (as per Min. 010/19a)ii)

## **9. Staff Training:**

- a) To note staff training undertaken
- b) To note staff training booked
- c) To note staff training requests following appraisals

## **10. Health & Safety:**

- a) To consider results of Work Station Risk Assessment
- b) To note results of recent Disclosure Barring Service checks and to consider if there is a requirement to view individuals' certificates

## **11. Wiltshire Pension Fund:**

- a) To note Employer Rates for the next 3 years, commencing 1<sup>st</sup> April 2020
- b) To note Communications Strategy
- c) To note Pension Administration Strategy
- d) To note Memorandum of Understanding for GDPR purposes
- e) To consider adopting Employer Data Retention policy

## **12. Staffing:**

- a) To note current situation with negotiations on NJC (National Joint Council for Local Government Services) new pay scales for 2020-2021 to be implemented from 1<sup>st</sup> April 2020.
- b) To receive feedback following staff appraisals
- c) To review how new staffing structure is working
- d) To review Staff Additional Hours report for 2019/20
- e) To review Staff Salaries vs Budget for 2019/20
- f) To review Scale Points for Staff

**Copy to: All Councillors**