



## MELKSHAM WITHOUT PARISH COUNCIL

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Monday 5<sup>th</sup> March 2018

To all members of the Council Staffing & Resources Committee: Cllrs Richard Wood (**Council Chair**), John Glover (**Council Vice Chair**), Alan Baines (**Committee Chair**), Terry Chivers, Nick Holder (**Committee Vice Chair**) & 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 12<sup>th</sup> March January 2018 at Crown Chambers, 7 Market Place, Melksham at 7.30pm (following the Planning Committee)**, to consider the agenda below.

Yours sincerely

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

Teresa Strange  
Clerk

### AGENDA

1. **Welcome, Announcement & Housekeeping**
2. **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 Committee (Agenda items 14a, 14b, 15 & 16) 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*
5. **Public Participation**
6. To note Minutes of the Staffing Committee held on 26<sup>th</sup> June 17 and actions taken

**7. Policies:**

a) To consider adopting the following new policies

- i) **Dignity and Harassment at Work** (*deferred from June 17 Staffing Comm*)
- ii) **Email Protocol**
- iii) **First Aid**

b) To revise current policies

- i) **Lone Working**

**8. Staff Training:**

a) To note training log for staff and councillors (undertaken and booked)

b) To consider training requests

**9. Staff Salaries:** To note latest media update regarding national pay increase negotiations

**10. Staff Holidays:**

a) To note staff holiday entitlement calculations now include element of bank holidays

b) To approve staff holiday arrangements at year end and to consider cover arrangements

c) To approve statutory holiday dates for 2018/19

**11. Staff Appraisals:** To arrange Clerk's appraisal

**12. Health & Safety:**

a) To note H&S log.

b) To consider response from Fire Risk Assessor for Crown Chambers on statutory obligations and consider next steps

c) To note new tasks being undertaken at Crown Chambers as result of Fire Risk Assessment.

**13. Job Descriptions:** To note amended job descriptions for office staff.

**14. Staff Contracts:**

a) To note update on change to staff contracts (arising Min. 118/17C)

b) To approve issue of contract for new starters following probation period

**15. Staff Sickness:** To note update on staff member sickness and consider cover arrangements

**16. Apprenticeship:** To note update on current status of Apprentice's NVQ qualification and consider next steps regarding timing.

*Copy to: All Councillors*