

MINUTES

Minutes of a Staffing Committee Meeting held in the Guildhall, Mill Street, Ludlow on **THURSDAY 2ND JULY 2026** at 4.00PM.

ST/01 PRESENT

Chair: Councillor Owen

Councillors: Addis; Cowell; Lyle; Taylor

Officers: Gina Wilding, Town Clerk
Helen Jones, Senior Administrative Assistant

ST/02 ABSENT

Councillors Gill, Hepworth and Maxwell-Muller.

ST/03 HEALTH & SAFETY

The Chair informed Councillors of the fire exits, fire assembly point and asked that everyone sign the attendance log.

ST/04 RECORDING OF MEETINGS

The Mayor notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings. The act of recording and broadcasting must not interfere with the meeting.

ST/05 MEETING PROTOCOL

The Mayor reminded Members of the vital importance of mutual respect, professionalism, and full adherence to the Council's Code of Conduct, Standing Orders, and Meeting Protocol.

Councillors and officers have distinct yet complementary roles and work collaboratively in the best interests of the community. Councillors are responsible for setting policy and representing the public, while officers provide impartial advice and are tasked with implementing Council decisions.

During meetings, Members must conduct themselves with decorum, follow the established rules of debate, and respect the authority of the Chair. Disruptive behaviour, undue pressure on officers, or prioritising personal interests above Council objectives undermines good governance and is contrary to the standards of conduct expected in Council proceedings.

Maintaining integrity, accountability, and a respectful environment is essential to ensuring effective and transparent decision-making.

ST/05 ELECTION OF VICE CHAIR

RESOLVED RO/DL (unanimous)

That Councillor Taylor be elected Vice Chair of Staffing Committee for 2026/27.

ST/06 APOLOGIES

Apologies were received from Councillor Maxwell-Muller.

ST/07 DECLARATION OF INTERESTS

Disclosable Pecuniary Interests
None declared.

Conflict of Interest
None declared.

Personal Interests
None declared.

ST/08 PUBLIC OPEN SESSION

There were no members of the public or press present.

ST/09 MINUTES

RESOLVED RO/DL (2:0:3)

That the open and closed session minutes of the Staffing Committee meeting held on the 26th March 2026 be approved as a true record and signed by the Chair.

ST/10 ITEMS TO ACTION

RESOLVED RO/DL (unanimous)

That the items to action of the Staffing Committee meeting held on the 26th March 2026 be noted.

ST/11 TERMS OF REFERENCE

RESOLVED RO/KC (unanimous)

To approve the amended Terms of Reference as follows:

1.0 Introduction

The following general terms of reference apply to all Committees:

- 1.1 That all delegated powers be exercised in accordance with any policy adopted, or directions given, by the Town Council.
- 1.2 That powers be subject to the Council's Standing Orders, Standing Orders on Contracts and Financial and Administrative Regulations.
- 1.3 That any unresolved differences between Committees, Sub-Committees and Advisory Committees shall be referred to Full Council for determination.
- 1.4 Day to day management of Council matters rest with the Town Clerk as proper officer of the Council and the Responsible Financial Officer.
- 1.5 That all urgent and emergency matters will be dealt with as they arise by the Town Clerk in consultation with the Chair and Vice Chair of the relevant Committee and reported to the next appropriate Committee or Full Council meeting whichever comes first.
- 1.6 Committees will bring to the attention of Council any matters being pursued by other local authority/statutory/voluntary or other bodies which may have a beneficial or detrimental effect on Ludlow.

2.0 Procedures

- 2.1 The Committee shall operate within Ludlow Town Council's Standing Orders and Local Government Law.
- 2.2 At the Annual Meeting of Ludlow Town Council, the Council shall elect a Chair for the Staffing Committee for the forthcoming year from its membership. A Vice Chair shall be elected at the first meeting of the Committee. The Chair and Vice Chair may be re-elected.
- 2.3 The Committee will submit all its Minutes to the next appropriate meeting of Ludlow Town Council.

- 2.4 The Staffing Committee shall meet as they decide but not less than twice yearly. Meetings shall normally be held in private, but the Committee may choose from time to time to invite relevant individuals to attend for specific reasons.
- 2.5 The Staffing Committee shall be supported administratively by the Town Clerk and an administrative officer, unless the matter relates to the Clerk, in which case an alternative arrangement shall be made.

3.0 Objectives and Purpose

- 3.1 To provide proactive strategic direction and oversight of all matters relating to Council employees.
- 3.2 To protect the Council's statutory duties, legal liabilities and reputation as an employer.
- 3.3 To ensure that councillors exercise effective governance, authority and control over staffing resources and expenditures.

4.0 Membership

- 4.1 Membership is open to all Councillors.
- 4.2 The Quorum for meetings will be three members.
- 4.3 Both the Mayor and Deputy Mayor must be members of Staffing Committee but neither may become Chair or Vice-Chair of the Staffing Committee.
- 4.4 Members involved in a grievance or disciplinary matter must not participate in related decisions or appeals.

5.0 Delegated Committee Functions and Powers

The Committee has delegated authority from Full Council to make decisions on the following matters:

- 5.1 Recruitment and Selection: To facilitate and oversee the recruitment, induction and probation process for all Council staff except the Town Clerk (which is subject to Full Council ratification).
- 5.2 Performance Management: To review and implement policy, to monitor and review performance management, including target setting and staff training programmes.
- 5.3 Management and Support of the Town Clerk: To undertake appraisals of the Town Clerk, for which purpose a panel will be formed of up to three members of the Committee including the Chair and the Mayor. The Chair of the Staffing Committee

and one other member of the Committee, together with the Mayor, shall oversee the work of and support the Town Clerk in dealing with the stresses of the role.

- 5.4 Grievance and Disciplinary: To act as the deciding body for staff grievances and disciplinary matters in accordance with the Council's adopted policies and ACAS Codes of Practice.
- 5.5 Salaries and Remuneration: To determine annual pay increments (within the approved budget) and apply National Joint Council (NJC/NALC) pay scales.
- 5.6 Staff Welfare and Absence: To monitor wellbeing, sickness absence, working conditions and work-life balance, taking appropriate action to mitigate risks.
- 5.7 To consider staff retirement issues.

6.0 Other Duties

- 6.1 To review staff structure periodically.
- 6.2 To keep up to date with employment-related law and check that the Council is compliant.
- 6.3 To facilitate HR training for Committee members.
- 6.4 The Committee may seek advice from external HR or legal advisers in line with NALC and ACAS guidance.

ST/12 THE FAIR WORK AGENCY

RESOLVED PA/RO (unanimous)

That the information regarding the establishment of the Fair Work Agency as an Executive Agency of the Department for Business and Trade, bringing together existing state enforcement functions and, over time, wider employment rights enforcement, was noted.

ST/13 EMPLOYMENT RIGHT ACT 2025

RESOLVED RO/MT (unanimous)

That the update on the Government's Plan to Make Work Pay and the implementation of the Employment Rights Act 2025, was noted.

ST/14 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED RO/MT (unanimous)

That that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public be excluded and the meeting continue in closed session.

The meeting closed at 5.25PM.

Chair

Date

Closed Session minutes will be issued.