

## **CLOSED SESSION MINUTES**

Minutes of a Staffing Committee Meeting held in the Guildhall, Mill Street, Ludlow on **THURSDAY 26<sup>TH</sup> MARCH 2026** at 9.30 am.

**ST/88**      **RECRUITMENT**

**RESOLVED ISB/DW (unanimous)**

That the Job Description / Person Specification be amended to explicitly state that the successful candidate will not be provided with a vehicle and will be expected to travel between the sites at Castle Street, Smithfield and Linney by appropriate means, which may include walking.

**ST/89**      **HEALTH & SAFETY MONITORING**

**RESOLVED ISB/DW (unanimous)**

That a summary of the full Health & Safety monitoring process is brought to the next Staffing Committee meeting for review.

**ST/90**      **APPRAISALS**

**RESOLVED ISB/DL (unanimous)**

That the Health and Safety Executive Stress Indicator Tool be adopted, with survey results analysed by department where anonymity can be maintained, and that headline figures for absence due to stress be reported to the Staffing Committee.

**ST/91**      **EFFICIENCY REVIEW**

**RESOLVED ISB/DL (unanimous)**

That the report and notes from the January Efficiency Review (ER) T&F Group meeting be noted, and that the next ER T&F meeting is held at the Guildhall at 10am on Friday 24th April 2026.

The meeting closed at 10.22 am.

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Chair

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Date