



LUDLOW TOWN COUNCIL STAFFING COMMITTEE AGENDA

To: All Members of the Council, Town Clerk
Contact: Gina Wilding
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Despatch date: 18th August 2025

STAFFING COMMITTEE

You are summoned to attend an extraordinary meeting of the
Staffing Committee
at the Guildhall, Mill Street, Ludlow, SY8 1AZ
on **FRIDAY 22ND AUGUST 2025 at 9:30 am**

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- **RECRUITMENT**

Public Open Session (15 minutes) – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.



1. Health and Safety

Councillors and members of the public are to note that the fire exit can be found to the left outside the Council Chamber and via the front door. The fire assembly point is on the pavement opposite the Guildhall. For fire safety purposes all Councillors should sign the attendance book and members of the public should sign the attendance sheet.

2. Recording of Meeting

Under the Openness of Local Government Regulations 2014, recording and broadcast including blogging, tweeting and other social media is permitted during this meeting.

The act of recording and broadcasting must not interfere with the meeting.

The Council understands that some members of the public may not wish to be recorded and asks that they turn off their camera and access the meeting via audio only.

3. Apologies

To receive apologies as notified to the Town Clerk.

4. Declarations of Interests

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate. (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).

- a) Disclosable Pecuniary Interest
- b) Declaration of Conflicts of Interest
- c) Declarations of Personal Interest

5. Public Open Session (15 minutes)

Members of the public are invited to make representations to the Council on any matters relating to the work of the Council.

6. Minutes

To approve as a correct record and sign the minutes of the **STAFFING COMMITTEE** of **26TH JUNE 2025**.

7. Items to Action

To note the items to actions from the **STAFFING COMMITTEE** on **26TH JUNE 2025**.

ITEM	ATTACHMENT
8. <u>PAY AWARD 2025 / 26</u> To note that the pay award for 2025 / 26 has been agreed and to adopt the new pay scales.	8
9. <u>EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</u> The Chairman will move 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.	No papers
10. <u>RECRUITMENT – DEPUTY DLF SUPERVISOR</u> a) To approve recruitment of the Deputy Direct Labour Force Supervisor and Market Assistant role.	
b) To consider the report and approve the Job Description and Person Specification including the Market Assistant role.	10b
c) To approve the recruitment schedule.	10c
d) To approve the following documents prior to recruitment:- i) Job Advert	10di
ii) Application Form	10dii
iii) Short-listing Criteria / Scoresheet	10diii
iv) Interview Questions	10div
v) Interview Scoresheet	10dv
vi) Interview Test	10dvi
<i>M e m b e r s h i p</i>	
<i>Councillors: Cowell, Gill, Harris, Hepworth, Lyle, Maxwell-Muller, Owen, Scott-Bell (Chair).</i>	
Date of the next Staffing Committee meeting: 18th September 2025	

MINUTES



MINUTES

Minutes of a Staffing Meeting held in the Guildhall, Mill Street, Ludlow on **THURSDAY 26TH JUNE 2025** at 9:30 am.

ST/01 PRESENT

Chair: Councillor Scott-Bell

Councillors: Cowell, Lyle, Maxwell-Muller and Owen.

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

ST/02 ABSENT

Councillors Gill, Harris & Hepworth.

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 Chair notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings.

ST/05 ELECTION OF VICE CHAIR

RESOLVED KC/DL (unanimous)

That Councillor Maxwell-Muller be elected Vice Chair of Staffing Committee for 2026/26.

ST/06 APOLOGIES

Apologies were received from Councillors Gill (clashing commitment), Harris (family medical matter), and Hepworth (work commitment).

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 ISB/KC (unanimous)

That the open and closed session minutes of the Staffing Committee meeting held on the 13th March 2025 be approved as a true record and signed by the Chair.

ST/10 ITEMS TO ACTION

RESOLVED DL/KC (unanimous)

That the items to action of the Staffing Committee meeting held on the 13th March 2025 be noted.

ST/11 LOCAL GOVERNMENT PAY CLAIM 2025/26

RESOLVED ISB/DL (unanimous)

That the Pay Claim for 2025/26 be noted.

ST/12 POLICIES

RESOLVED ISB/IMM (unanimous)

That the Council's policies in relation to HR including Appraisal Policy, Recruitment Policy, Wellbeing Policy, Managing Attendance Policy, Disciplinary

and Grievance Policy, Bullying and Harassment Policy, Dignity at Work, Staff Code of Conduct, and Employee Handbook be noted.

It was noted that the Bullying and Harassment Policy had not been reviewed recently and this should take place through the Policy & Finance Committee.

ST/13 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED ISB/DL (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 10.35am.

Chair

Date

Closed Session minutes will be issued.

CLOSED SESSION MINUTES

Minutes of a Staffing Meeting held in the Guildhall, Mill Street, Ludlow on **THURSDAY 26TH JUNE 2025** at 9:30 am.

ST/14 STAFFING

RESOLVED ISB/KC (unanimous)

That the report on staff roles and related information be received.

ST/15 APPRAISALS

RESOLVED ISB/DL (unanimous)

That the report on the appraisal process be received.

That an agenda item to further discuss the appraisal process is brought back to the next meeting.

ST/16 SICKNESS

RESOLVED ISB/KC (unanimous)

That the report on staff sickness be received.

ST/17 HEALTH & SAFETY

RESOLVED ISB/IMM (unanimous)

That the report on H&S procedures and record of incidents be received.

The meeting closed at 10.35am.

Chair

Date

ITEMS TO ACTION

Staffing Committee

Items to Action

<u>Min No.</u>	<u>Resolution</u>	<u>Action</u>	<u>Status</u>	<u>Date</u>
26/06/25				
ST/15	<u>APPRAISALS</u> <u>RESOLVED ISB/DL (unanimous)</u> That the report on the appraisal process be received. That an agenda item to further discuss the appraisal process is brought back to the next meeting.	To bring back to next Staffing Committee meeting.		
13/03/25				
ST/83	<u>HEALTH AND SAFETY</u> <u>RESOLVED EG/TG (unanimous)</u> To note the investigation report and remedial actions. That the standard operating procedure (SOP) for engaging contractors be further updated to ensure that risk assessment and method statements were received at the same time as quotations.	Update and circulate SOP.	Complete	13/03/2025
14/11/24				
ST/46	<u>PAY AWARD</u> <u>RESOLVED (unanimous) EG/DT</u> To adopt the NJC annual pay award for 2024-25. To note the new pay scales.		Complete	Dec 2024

Staffing Committee

Items to Action

ST/47	<u>SHROPSHIRE COUNTY PENSION FUND</u> <u>RECOMMEND</u> (unanimous) EG/RJ To recommend readoption of the pension policy to Policy & Finance Committee.	Passed to and agreed by Full Council 20 th Jan 2025.	Complete	Jan 2025
ST/49	<u>STAFF TRAINING</u> <u>RESOLVED</u> (unanimous) EG/DT To note that sixteen members of staff attended a team working and prevention of sexual harassment training session at the Guildhall led by Cllr B Waite and Cllr E Garner on 6 th Nov 2024. That the points raised relating to risks during the training session would be anonymised and collated for further consideration by the Committee.	Risk Assessment to be brought back to Committee for annual review in Sept 2025.	Complete	May 2025
ST/52	<u>HEALTH AND SAFETY</u> <u>RESOLVED</u> EG/DT To note that a full investigation of a subsequent incident regarding low hanging Christmas lights will be carried out by the Deputy Town Clerk and a report will be brought back to Staffing Committee. The Town Clerk provided a short verbal update at the meeting.	To be brought to Committee.	Complete	13/03/2025
2/9/2024				
ST/29	<u>RECRUITMENT</u> <u>RESOLVED</u> (unanimous) EG/BW			

Staffing Committee

Items to Action

	To approve like for like recruitment for the post of Grounds Person to start in January 2025. That information regarding grounds person posts from other comparable Town Councils be provided for consideration at the next meeting.	Advertise and fill post	Complete	Nov 2024
ST/30	<u>RESOLVED</u> (4:0:2) TG/EG To approve the additional duties and an increase from 30 hours to 37 hours for the Senior Admin Role.	Post advertised and filled	Complete	Oct 2024
ST/31	<u>RESOLVED</u> (unanimous) TG/BW To approve the Senior Admin role as an office-based role, and to include line management or reception staff, management of GDPR functions, and committee duties to include management of pending Items to Action.	Post advertised and filled	Complete	Oct 2024
ST/32	<u>RESOLVED</u> (unanimous) EG/RH To amend the 'Knowledge Essential' person specification to read: Good standard of education to meet the requirements of the role, including vocational and professional qualifications and experience. To approve immediate preparation of the paperwork to advertise the role for a four week period.	Altered accordingly	Complete	Sept 2024
ST/35	<u>STAFF CODE OF CONDUCT</u> <u>RESOLVED</u> (unanimous) EG/DT To approve the draft Staff Code of Conduct and alignment with the Council's existing social media policy and disciplinary policy.	Altered accordingly	Complete	Sept 2024
11/07/24				
ST/13	<u>FLEXIBLE WORKING</u>			

Staffing Committee

Items to Action

	<u>RESOLVED</u> (unanimous) BW/EG To approve the request from EG to work from home up to three days a week whilst ensuring that office-based days are sufficient to cover town council events.	Update EG and other members of staff.	Complete	July 2024
ST/14	<u>ESTABLISHMENT LIST</u> <u>RESOLVED</u> (unanimous) EG/DT To approve the April 2023 staff establishment list.	Noted.	Complete	July 2024
ST/15	<u>LONG TERM SICK LEAVE</u> <u>RESOLVED</u> (unanimous) EG/BW To receive the report and to note that a further Staffing Committee meeting will be called in due course.	Staffing matter resolved.	Complete	August 2024
ST/17	<u>RESIGNATION/ EARLY RETIREMENT</u> <u>RESOLVED</u> (unanimous) EG/DT To accept the resignation of RB, and to note that the council has not terminated the employment and will fill the arising vacancy in the normal way.	Noted and dates diarised for action.	Complete	Nov 2024

PAY AWARD 2025 / 26

Advice notes

24 Jul 2025

LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2025/26

This advice note was last updated on 24 July 2025.

The National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2025 to 31 March 2026. We encourage employers to implement this pay award as soon as possible.

Backpay for employees who have left employment since 1 April 2025. If an ex-employee requests it, we recommend that employers pay any monies due to that employee from 1 April 2025 to the employee's last day of employment. The table below lists the new pay scales for clerks and other employees employed under the terms of the model contract, including SCPs 50 and above. These should be retrospectively applied from 1 April 2025.

Hourly rates have been calculated using the NJC-agreed formula: annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

* Hourly rates

	1 April 2024		1 April 2025		Scale ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
2	£23,656	£12.26	£24,413	£12.65	Below LC Scale (for staff other than clerks)
3	£24,027	£12.45	£24,796	£12.85	Below LC Scale (for staff other than clerks)
4	£24,404	£12.65	£25,185	£13.05	Below LC Scale (for staff other than clerks)
5	£24,790	£12.85	£25,583	£13.26	Below LC Scale (for staff other than clerks)
5	£24,790	£12.85	£25,583	£13.26	LC1 (below substantive range)
6	£25,183	£13.05	£25,989	£13.47	LC1 (below substantive range)
7	£25,584	£13.26	£26,403	£13.69	LC1 (substantive benchmark range)
8	£25,992	£13.47	£26,824	£13.90	LC1 (substantive benchmark range)
9	£26,409	£13.69	£27,254	£14.13	LC1 (substantive benchmark range)
10	£26,835	£13.91	£27,694	£14.35	LC1 (substantive benchmark range)

11	£27,269	£14.13	£28,142	£14.59	LC1 (substantive benchmark range)
12	£27,711	£14.36	£28,598	£14.82	LC1 (substantive benchmark range)
13	£28,163	£14.60	£29,064	£15.06	LC1 (above substantive range)
14	£28,624	£14.84	£29,540	£15.31	LC1 (above substantive range)
15	£29,093	£15.08	£30,024	£15.56	LC1 (above substantive range)
16	£29,572	£15.33	£30,518	£15.82	LC1 (above substantive range)
17	£30,060	£15.58	£31,022	£16.08	LC1 (above substantive range)
18	£30,559	£15.84	£31,537	£16.35	LC2 (below substantive range)
19	£31,067	£16.10	£32,061	£16.62	LC2 (below substantive range)
20	£31,586	£16.37	£32,597	£16.90	LC2 (below substantive range)
21	£32,115	£16.65	£33,143	£17.18	LC2 (below substantive range)
22	£32,654	£16.93	£33,699	£17.47	LC2 (below substantive range)
23	£33,366	£17.29	£34,434	£17.85	LC2 (below substantive range)
24	£34,314	£17.79	£35,412	£18.35	LC2 (substantive benchmark range)
25	£35,235	£18.26	£36,363	£18.85	LC2 (substantive benchmark range)
26	£36,124	£18.72	£37,280	£19.32	LC2 (substantive benchmark range)
27	£37,035	£19.20	£38,220	£19.81	LC2 (substantive benchmark range)
28	£37,938	£19.66	£39,152	£20.29	LC2 (substantive benchmark range)
29	£38,626	£20.02	£39,862	£20.66	LC2 (above substantive benchmark range)
30	£39,513	£20.48	£40,777	£21.14	LC2 (above substantive benchmark range)
31	£40,476	£20.98	£41,771	£21.65	LC2 (above substantive benchmark range)
32	£41,511	£21.52	£42,839	£22.20	LC2 (above substantive benchmark range)
33	£42,708	£22.14	£44,075	£22.85	LC3 (below substantive range)
34	£43,693	£22.65	£45,091	£23.37	LC3 (below substantive range)
35	£44,711	£23.17	£46,142	£23.92	LC3 (below substantive range)
36	£45,718	£23.70	£47,181	£24.46	LC3 (below substantive range)
37	£46,731	£24.22	£48,226	£25.00	LC3 (substantive benchmark range)
38	£47,754	£24.75	£49,282	£25.54	LC3 (substantive benchmark range)
39	£48,710	£25.25	£50,269	£26.06	LC3 (substantive benchmark range)
40	£49,764	£25.79	£51,356	£26.62	LC3 (substantive benchmark range)
41	£50,788	£26.32	£52,413	£27.17	LC3 (substantive benchmark range)
42	£51,802	£26.85	£53,460	£27.71	LC3 (above substantive benchmark range)
43	£52,805	£27.37	£54,495	£28.25	LC3 (above substantive benchmark range)
44	£54,071	£28.03	£55,801	£28.92	LC3 (above substantive benchmark range)
45	£55,367	£28.70	£57,139	£29.62	LC3 (above substantive benchmark range)
46	£56,708	£29.39	£58,523	£30.33	LC4 (below substantive range)
47	£58,064	£30.10	£59,922	£31.06	LC4 (below substantive range)
48	£59,300	£30.74	£61,198	£31.72	LC4 (below substantive range)
49	£60,903	£31.57	£62,852	£32.58	LC4 (below substantive range)
50	£62,377	£32.33	£64,373	£33.37	LC4 (substantive benchmark range)
51	£63,881	£33.11	£65,925	£34.17	LC4 (substantive benchmark range)
52	£65,943	£34.18	£68,053	£35.27	LC4 (substantive benchmark range)
53	£68,000	£35.25	£70,176	£36.37	LC4 (substantive benchmark range)
54	£70,065	£36.32	£72,307	£37.48	LC4 (substantive benchmark range)
55	£72,145	£37.39	£74,454	£38.59	LC4 (above substantive benchmark range)
56	£74,198	£38.46	£76,572	£39.69	LC4 (above substantive benchmark range)
57	£76,277	£39.54	£78,718	£40.80	LC4 (above substantive benchmark range)

58	£78,315	£40.59	£80,821	£41.89	LC4 (above substantive benchmark range)
59	£80,247	£41.59	£82,815	£42.93	LC4 (above substantive benchmark range)
60	£82,221	£42.62	£84,852	£43.98	LC4 (above substantive benchmark range)
61	£84,243	£43.67	£86,939	£45.06	LC4 (above substantive benchmark range)
62	£86,319	£44.74	£89,081	£46.17	LC4 (above substantive benchmark range)