



LUDLOW TOWN COUNCIL STAFFING COMMITTEE AGENDA

To: All Members of the Council, Town Clerk
Contact: Gina Wilding
Ludlow Town Council, The Guildhall, Mill Street, Ludlow, SY8 1AZ
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Despatch date: 5th December 2025

STAFFING COMMITTEE

You are summoned to attend a meeting of the
Staffing Committee
at the Guildhall, Mill Street, Ludlow, SY8 1AZ
on **WEDNESDAY 10TH DECEMBER 2025 at 2.00PM**

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- RECRUITMENT UPDATE
- APPRAISAL PROCESS
- TRAINING

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 Meetings

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 make this known immediately.

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 open and closed minutes of the **STAFFING COMMITTEE** on 10th October 2025.

7. Items to Action

To note the items to action from the **STAFFING COMMITTEE** on 10th October 2025.



ITEM	ATTACHMENT
8. <u>SEXUAL HARRASSMENT POLICY</u> To review the risk assessment.	8
9. <u>PAY AWARDS</u> a) To note the NJC Pay Awards 2018–2025: Local Council Pay Settlements for England and Wales. b) To note the increase in the National Minimum Wage. c) To note the pay claim for 2026 / 27	9a 9b 9c
10. <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
11. <u>APPRAISALS</u> To consider a report.	11
12. <u>RECRUITMENT UPDATE</u> a) To ratify the appointment of two members of the Direct Labour Force grounds maintenance team. b) To note that the two Direct Labour Force Assistant Grounds Persons will commence their employment on 15 th December 2025. c) To receive feedback from the recruitment process about aligning the score sheets to the application form.	12a No papers No papers
13. <u>STAFF TRAINING</u> To consider a report on staff training.	13
14. <u>H&S UPDATES</u> To receive the H&S update.	14
15. <u>EFFICIENCY REVIEW T&F GROUP</u> To set a date for a meeting in January	No papers



M e m b e r s h i p

*Councillors: Cowell, Gill, Harris, Hepworth, Lyle, Maxwell-Muller (Vice Chair),
Owen and Scott-Bell (Chair).*

**Date of the next Staffing Committee meeting:
9.30am on Thursday 26th March 2026**

Item 6.

MINUTES

MINUTES

Minutes of a Staffing Committee Meeting held in the Guildhall, Mill Street, Ludlow on **FRIDAY 10TH OCTOBER 2025** at 10:00 am.

ST/45 PRESENT

Chair: Councillor Scott-Bell

Councillors: Cowell, Lyle and Owen.

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

ST/46 ABSENT

Councillors Gill, Harris, Hepworth and Maxwell-Muller.

ST/47 HEALTH & SAFETY

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

ST/48 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/49 APOLOGIES

Apologies were received from Councillor Maxwell-Muller.

ST/50 DECLARATION OF INTERESTS

Disclosable Pecuniary Interests
None declared.

Conflict of Interest
None declared.

Personal Interests

None declared.

ST/51 PUBLIC OPEN SESSION

There were no members of the public or press present.

ST/52 MINUTES

RESOLVED ISB/KC (unanimous)

That the open and closed session minutes of the Staffing Committee meeting held on the 18th September 2025 be approved as a true record and signed by the Chair.

ST/53 ITEMS TO ACTION

RESOLVED ISB/KC (unanimous)

That the items to action of the Staffing Committee meeting held on the 18th September 2025 be noted.

ST/54 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED ISB/RO (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 11:05 am.

Chair

Date

Closed Session minutes will be issued.



CLOSED SESSION MINUTES

Minutes of a Staffing Committee Meeting held in the Guildhall, Mill Street, Ludlow on **FRIDAY 10TH OCTOBER 2025** at 10:00 am.

ST/55 RECRUITMENT – ASSISTANT GROUNDS PERSON X 2

RESOLVED KC/DL (3:0:1)

That recruitment of two Assistant Grounds Person positions be approved.

ST/56 RESOLVED ISB/KC (unanimous)

That the Job Description be approved subject to the inclusion of 'maintaining' vehicles and machinery, and that the Person Specification be approved subject to agreed amendments to the Essential, General and Desirable criteria.

ST/57 RESOLVED ISB/KC (unanimous)

That the recruitment schedule be approved.

ST/58 RESOLVED ISB/KC (unanimous)

That the Job Advert, Application Form (with 'Referee's contacted prior to interview' removed), Shortlisting Criteria / Scoresheet, Interview Questions (subject to additional question and amendments as agreed), and Interview Scoresheet be approved.

That an interview panel including staff members and Cllrs Scott-Bell, Owen and Lyle (with Cllr Cowell as reserve member) be approved.

The meeting closed at 11:05 am.

Chair

Date

Item 7.

ITEMS TO ACTION

Staffing Committee

Items to Action

<u>Min No.</u>	<u>Resolution</u>	<u>Action</u>	<u>Status</u>	<u>Date</u>
ONGOING				
Staffing Meeting 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 Staffing Committee Dec 2025.		
Staffing Meeting 18/09/25				
FC/40	<u>SEXUAL HARASSMENT POLICY</u> <u>RESOLVED ISB/DL (unanimous)</u> That the Sexual Harassment Policy, risk assessment and action plan be approved and recommended to Policy & Finance Committee.	Considered at Policy & Finance. Risk assessment to return to Staffing Committee Dec 2025.		
COMPLETE				

Staffing Committee

Items to Action

<u>Staffing Meeting</u> 14/11/24				
ST/49	<p><u>STAFF TRAINING</u></p> <p><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 6th Nov 2024.</p> <p>That the points raised relating to risks during the training session would be anonymised and collated for further consideration by the Committee.</p>	Risk Assessment to be brought back to Committee for annual review in Sept 2025.	Complete	Sept 2025
<u>Staffing Meeting</u> 26/06/25				
ST/12	<p><u>POLICIES</u></p> <p><u>RESOLVED</u> ISB/IMM (unanimous) It was noted that the Bullying and Harassment Policy had not been reviewed recently and this should take place through the Policy & Finance Committee.</p>	To go to Policy & Finance Committee.	Complete	
<u>Staffing Meeting</u> 22/08/25				
ST/27	<p><u>LOCAL GOVERNMENT PAY AWARD 2025/26</u></p> <p><u>RESOLVED</u> KC/RO (unanimous) To note the pay award and adopt the new pay scales.</p>		Complete	August 2025

Staffing Committee

Items to Action

ST/29	<p><u>RECRUITMENT – DEPUTY SUPERVISOR</u></p> <p><u>RESOLVED</u> KC/IMM (unanimous)</p> <p>To approve recruitment of the Deputy Direct Labour Force Supervisor and Market Assistant role.</p> <p>To approve the Job Description (JD) and Person Specification (PS) including the Market Assistant role with a minor amendment to PS.</p> <p>To approve the recruitment schedule with the addition of a shortlisting criteria meeting at 10am on Tuesday 23rd September.</p> <p>To approve an interview panel including staff members and Cllrs Lyle, Maxwell-Muller and Scott-Bell (with Cllr Cowell as reserve member)</p> <p>To approve the Job Advert including ‘a DBS (Disclosure and Barring Service) check is required for the role’, Application Form, Short-listing Criteria / Scoresheet, Interview Questions, Interview Scoresheet, and Interview Test (to take place on the same day - managed by a member of the DLF team)</p>	<p>Post advertised</p> <p>PS amended.</p> <p>Advert amended and advertised.</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p>	<p>August 2025</p> <p>August 2025</p> <p>August 2025</p>
<u>Staffing Meeting</u> <u>18/09/25</u>				
FC/39	<p><u>RECRUITMENT & SELECTION POLICY</u></p> <p><u>RESOLVED</u> ISB/KC (unanimous)</p>			

Staffing Committee

Items to Action

	That the updates to the Recruitment & Selection Policy be approved and recommended to Policy & Finance Committee.	Considered at Policy & Finance. Readopted October 2025.	Complete	Oct 2025
FC/42	<u>EFFICIENCY REVIEW</u> <u>RESOLVED</u> ISB/DL (unanimous) That the Efficiency Review is passed to Full Council for further discussion and approval.	Approved at October Council meeting.	Complete	Oct 2025
ST/55	<u>RECRUITMENT – ASSISTANT GROUNDS PERSON X 2</u> <u>RESOLVED</u> KC/DL (3:0:1) That recruitment of two Assistant Grounds Person positions be approved.	Posts advertised and filled.	Complete	Nov 2025
ST/56	<u>RESOLVED</u> ISB/KC (unanimous) That the Job Description be approved subject to the inclusion of 'maintaining' vehicles and machinery, and that the Person Specification be approved subject to agreed amendments to the Essential, General and Desirable criteria.	JD & PS updated.	Complete	Nov 2025
ST/57	<u>RESOLVED</u> ISB/KC (unanimous) That the recruitment schedule be approved.	Posts advertised and filled.	Complete	Nov 2025
ST/58	<u>RESOLVED</u> ISB/KC (unanimous) That the Job Advert, Application Form (with 'Referee's contacted prior to interview' removed), Shortlisting Criteria / Scoresheet, Interview Questions (subject to additional question and	Posts advertised and filled.	Complete	Nov 2025

Staffing Committee

Items to Action

	<p>amendments as agreed), and Interview Scoresheet be approved.</p> <p>That an interview panel including staff members and Cllrs Scott Bell, Owen and Lyle (with Cllr Cowell as reserve member) be approved.</p>		
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Item 8.

SEXUAL HARRASSMENT POLICY – RISK ASSESSMENT



Risk Assessment – Preventing Sexual Harassment

Purpose

The aim of this risk assessment is to prevent sexual harassment during the course of employment. It considers the potential risks to all employees and workers, as well as third parties who are engaged with us to carry out services such as those who are self-employed and agency workers.

Carrying out this assessment will allow us to identify, assess and mitigate risks associated with sexual harassment in the workplace and will help to create a safe and respectful working environment and promote a positive workplace culture. It also supports the Council's compliance with its legal obligation of taking reasonable steps to prevent sexual harassment from occurring in the course of employment.

This assessment is kept under continuous review to ensure existing prevention measures remain adequate. Reviews will take place at least annually, with ad-hoc reviews taking place where circumstances require. This could be if there is a change to the demographics of the workforce or working arrangements, or where we have received complaints of sexual harassment taking place.

An action plan will then be created and monitored on the back of this risk assessment.

The Council encourages all employees and workers to inform the Town Clerk of areas in which they believe sexual harassment protection could be further improved.

Please follow the instructions below to ensure that the assessment and accompanying action plan is completed thoroughly and accurately:

Considerations

Considerations are the elements of potential risk. Indicate those that apply and those that don't, e.g. if some people work at night or whether there is alcohol sold on the premises, etc.

Hazard

A hazard is anything that has the potential to cause harm, e.g. power imbalances, coercion, differences in cultural expectations, etc.



- **Who might be harmed:** Consider all employees and workers who could be affected by each identified hazard. This may include employees, workers, those with specific roles, or those who may have vulnerabilities, e.g. waiting staff, travel-based sales staff, bar staff, young workers, etc.
- **Level of risk:** The level of risk is determined by considering both the likelihood of the hazard occurring and the severity of its potential consequences. If in doubt, err on the side of caution.
 - **Low risk:** Indicates that the likelihood of the hazard occurring is rare and the potential consequences are minimal.
 - **Medium risk:** Indicates that the likelihood of the hazard occurring is moderate and the potential consequences could result in sexual harassment occurring.
 - **High risk:** Indicates that the hazard is likely to occur and could result in sexual harassment taking place. This level of risk requires immediate attention and action to eliminate or substantially reduce it.



Ludlow Town Council risk assessment for the prevention of sexual harassment during the course of employment

Risk assessment owner:	Gina Wilding, Town Clerk
Assessment date:	15/10/2024
Assessment carried out by:	Gina Wilding, Town Clerk
Work location:	All Council sites
Next scheduled assessment date:	Annual – October 2025.
Version number:	V1

Potential hazards, risks and proposed actions in prevention

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
Workforce demographics:									
Is anyone required to work at night?		x	Evening working in the winter means it is dark when leaving the building.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.		x		Staff locking up leave the building together.	15/10/2024
Are there lone workers or people	x		Lone working staff.	Cleaning, DLF, market,		x		• Staff have a lockable space or vehicle where	15/10/2024



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
working in isolated workplaces?				and museum staff.				they can isolate themselves. <ul style="list-style-type: none"> • They have a works mobile phone. • There is a panic alarm at the Buttercross and Guildhall. 	
Is there anyone who works with just one other employee/worker?	x		Potential to become a lone worker for part of the shift.	Cleaning, DLF, market, Guildhall, and museum staff.		x		<ul style="list-style-type: none"> • Staff have a lockable space or vehicle where they can isolate themselves. • They have a works mobile phone. • There is a panic alarm at the Buttercross and Guildhall. • Guildhall staff have enclosed reception area that is not accessible to the public. 	15/10/24
Do your employees/workers interact with third parties, e.g. contractors or members of the public?	x		Meeting with an unknown individual alone.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency		x		<ul style="list-style-type: none"> • Meeting dates, times and participants are recorded in office diary or white board to make sure other staff are aware they are taking place. • New contractors 	15/10/24



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
				workers.				are met in a public place, and / or with more than one member of staff in attendance.	
Do any of your employees/workers work alone with a third party?	x		Meeting with an unknown individual alone.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.				<ul style="list-style-type: none"> Meeting dates, times and participants are recorded in office diary or white board to make sure other staff are aware they are taking place. New contractors are met in a public place, and / or with more than one member of staff in attendance. 	15/10/24
Do you require your employees/workers to attend the workplace of a third party or attend offsite locations / events?	x		Off-site meetings, conferences, training events. Unfamiliar location and persons.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.		x		<ul style="list-style-type: none"> Meeting dates, times and participants are recorded in office diary or white board to make sure other staff are aware they are taking place. New contractors are met in a public 	15/10/24

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
								place, and / or with more than one member of staff in attendance.	
Are members of staff expected to socialise with third parties, e.g. at events or conferences with contractors or clients?	x		Unfamiliar location and persons.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.		x		<ul style="list-style-type: none"> Meeting dates, times and participants are recorded in office diary or white board to make sure other staff are aware they are taking place. New contractors are met in a public place, and / or with more than one member of staff in attendance. 	15/10/24
Are there any employees or workers who travel and work abroad?		x							
Are there high pressured, competitive or stressful environments within your organisation?	x		Coercion due to power imbalance or fear of reprisal.	All employees, volunteers, self-employed contractors, casual workers, and agency		x		<ul style="list-style-type: none"> All staff have a robust job description and allocated line manager. The disciplinary and grievance procedure has a 	15/10/24



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
				workers.				<p>clear procedure for raising a concern and more than one member of staff to approach.</p> <ul style="list-style-type: none"> Councillors are not subject to a disciplinary procedure, which creates a significant power imbalance, so councillors are not permitted to line manage staff. 	
Is there a higher representation of one gender in your workplace?	x		All female in the GH Office All male in the DLF Depot	All employees, volunteers, self-employed contractors, casual workers, and agency workers.		x		<ul style="list-style-type: none"> Adequate work space and personal space is provided for each employee. Adequate privacy is maintained in washrooms and toilet facilities. All staff are encourage to visit other work areas as appropriate to their roles and silo environments are discouraged. 	15/10/24



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
								<ul style="list-style-type: none"> Staff are encouraged to meet together to discuss work based issues and respectful behavior is encouraged in all staff. 	
Are there areas of power imbalances in the workplace?	x		<p>Senior management and junior employees have a power imbalance.</p> <p>Councillors and staff have a power imbalance.</p> <p>Members of the public and staff can have a power imbalance.</p>	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.		x		<ul style="list-style-type: none"> Only staff are permitted to access the back-office spaces. There are lockable door and protective screens in place to prevent unauthorized access to office spaces. All staff have contracts and job descriptions with clearly defined roles and responsibilities and have access to council policies. Senior managers are accountable to the council and required to adhere 	15/10/24



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
								to all council policies. <ul style="list-style-type: none"> Individual councillors are not permitted to make decisions on behalf of the council. Individual cllrs or staff members are not able to determine the pay and terms of employment of other members of staff outside of the agreed policies and procedures of the council. Individual cllrs are not able to line manage staff. 	
Vulnerable employees and workers: Evidence shows that vulnerable employees and workers can be exposed to greater risk from harassment than those who are not. In this section, assess the risk of those groups that are relevant to your workplace:									
Women	x		Discrimination based on gender and not reflective of their	All employees, Councillors and		x		Adherence to the Equal Opportunities policy	15/10/24



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
			ability to do the job.	volunteers, self-employed contractors, casual workers, and agency workers.					
LGBTQ+	x		Discrimination based on sexual orientation and not reflective of their ability to do the job.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.		x		Adherence to the Equal Opportunities policy	15/10/24
Young workers		x	Discrimination based on sexual orientation and not reflective of their ability to do the job.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.		x		Adherence to the Equal Opportunities policy	15/10/24
Someone with a disability (mental or physical)		x	Discrimination without considering	All employees, Councillors		x		Adherence to the Equal Opportunities policy	15/10/24



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
			reasonable adjustments and not reflective of their ability to do the job.	and volunteers, self-employed contractors, casual workers, and agency workers.				Bullying and Harassment Policy Dignity at work policy	
Black and minority ethnic workers		x	Skin colour or race-based discrimination based that is not reflective of their ability to do the job.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.		x		Adherence to the Equal Opportunities policy Bullying and Harassment Policy Dignity at work policy	15/10/24
Non-UK nationals, including those who may not be confident in making a complaint in English or for whom English is not their first language		x	No advocate / representative in the workplace to help them communicate their concerns.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.		x		Adherence to the Equal Opportunities policy Bullying and Harassment Policy Dignity at work policy	15/10/24
Low-paid earners	x		Power imbalance.	All employees,		x		Adherence to the recruitment and selection	15/10/24



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
				Councillors and volunteers, self-employed contractors, casual workers, and agency workers.				policy Written contract in place Bullying and Harassment Policy Dignity at work policy	
Home workers	x		Potential disconnection from their colleagues in the office.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.		x		Adherence to the Equal Opportunities policy Adherence to Lone worker policy Adequate opportunities and methods of communication with their colleagues. Bullying and Harassment Policy Dignity at work policy	15/10/24
Lone workers	x		Vulnerable to demands / influence of others.	All employees, Councillors and volunteers, self-employed contractors,		x		Adherence to the Equal Opportunities policy Adherence to Lone worker policy Adequate opportunities and methods of	15/10/24



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
				casual workers, and agency workers.				communication with their colleagues. Bullying and Harassment Policy Dignity at work policy	
Agency workers		x	Job insecurity / power imbalance.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.		x		Adherence to the Equal Opportunities policy Bullying and Harassment Policy Dignity at work policy	15/10/24
Casual workers		x	Job insecurity / power imbalance.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.		x		Adherence to the Equal Opportunities policy Bullying and Harassment Policy Dignity at work policy	15/10/24
Those on fixed term or zero-hour contracts	x		Job insecurity / power	All employees,		x		Adherence to the Equal Opportunities policy	15/10/24



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
			imbalance.	Councillors and volunteers, self-employed contractors, casual workers, and agency workers.				Bullying and Harassment Policy Dignity at work policy	
Policy:									
Do you have a clearly written anti-harassment policy that deals with the prevention of sexual harassment?	x					x			15/10/24
Do you address third-party harassment in your policy and take reasonable steps to prevent it?	x					x			15/10/24
Is your anti-harassment policy easily accessible to all employees?	x					x		Will be sent to all employees after approval by council	pending
Do you re-circulate your policy or remind staff members of where and how to access the policy on a	x					x		Actioned via P&F.	Pending



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
regular basis, including when changes are made?									
Do you regularly review, monitor and update your anti-harassment policy?	x					x		Actioned via P&F.	Pending
In your disciplinary policy, do you specify that sexual harassment is considered a potential act of gross misconduct and could lead to someone's summary dismissal?	x					x		Subject to approval of policy changes by P&F	15/10/24
Do policies on the use of IT communication systems and social media include appropriate warnings against online harassment, and how to report concerns?	x					x			
Do you have policies regarding proper use of social media platforms such as LinkedIn, Facebook, Instagram or X?	x					x			
Is there a policy for workplace		x				x		Create a policy	Ongoing



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
relationships?									
Do your anti-harassment policies align to all other company policies such as homeworking, lone working, and equality, diversity and inclusion (EDI)?		x				x		Alignment of policies under way	Ongoing
Training:									
Do you carry out EDI training that covers sexual harassment as part of the induction/onboarding process?	x							Training session diarized	
Do you carry out EDI training that covers sexual harassment on an annual basis?	x					x		Training session to be diarized	
Do you provide separate training to line managers (to that which is given to employees and workers)?		x				x		Seek external trainers.	Ongoing
Do you provide EDI training that is specific to your workplace and that uses case studies	x					x		Training session diarized	7/11/2024



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
or scenarios that relate to your organisation?									
Do you provide refresher EDI training when circumstances warrant it, e.g. when there is a change in working arrangements or workforce demographics, or after receiving a complaint of sexual harassment?	x					x		Seek external trainer or in-house e-learning options.	
Management structure:									
Is there a higher representation of one gender in the leadership team?	x					x		Adherence to recruitment and selection policy	
Are there areas of the business that have power imbalances?	x							Adherence to staff code of conduct and disciplinary procedures, and councillor code of conduct.	
Are there areas of the business where company policies aren't adhered to?		x							
Is decision making concentrated, i.e. only a few individuals at the top of the		x						Scheme of delegation so that everyone understands how decisions are made.	



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
business can make decisions?								Collaborative working and decision making encouraged where appropriate.	
Is there an HR team, or access to an external HR outsourcing provider?	x							Worknest	
Do leaders have individual authority over recruitment practices?		x						Adherence to recruitment and selection policy	
Do leaders have individual authority on pay decisions?		x						National pay award process observed.	
Working environment:									
Do you have an IT policy that sets the rules for appropriate usage?	x								
Do you monitor and address inappropriate behaviour on digital platforms?	x								
Do employees travel abroad for business?		x							
Are there sexualised or sexist materials on		x							



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
display such as calendars or posters?									
Is there adequate privacy or security for workers using bathrooms or changing rooms?	x								
Do you have areas that are isolated or with inadequate lighting or security?	x								
Are there different uniform requirements between genders, or prescriptive dress codes or expectations for either gender?		x							
Are workers required to travel and have overnight stays?	x								
Do employees and workers travel to remote locations?		x							
Do you provide accommodation facilities for employees?		x							
Are sexist jokes prevalent in the workplace?		x							
Do workers engage		x							



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
with social drinking on site?									
Do you have high staff turnover, particularly of female workers, young workers, or low-paid earners?		x							
Have you been informed that some workers are more reluctant to work with certain workers or take on certain tasks?		x							
Is alcohol consumed, either by staff or third parties, whilst staff are working?	x								
Outside of the workplace:									
Do staff socialise outside of the workplace?	x								
Is alcohol available at social events?	x								
Do you undertake background or reference checks for all workers and other people engaged at your workplace such	x								



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
as contractors?									
Do you issue employee communications in advance of workplace events?	x								
Complaint handling:									
Do you have clear and effective procedures for receiving and responding to complaints of sexual harassment?	x								
Are there multiple, confidential ways for employees to report harassment?	x								
Are your workers able to access management who are outside of their direct reporting line?	x								
Is your workforce so small that confidentiality and confidence to raise issues may be difficult to achieve?	x								
Have there been		x							

[illegible]

Item 9.

PAY AWARD

NJC Pay Awards 2018–2025: Local Council Pay Settlements for England and Wales

25 November 2025

A history of pay settlements

The National Joint Council (NJC) for Local Government determine the pay and terms of conditions of employment for over 1.4 million local government services' workers, including local council clerks, and council workers. Every year, the NJC reviews pay and conditions, negotiating any changes that will apply to local council staff in the following year.

In this article we thought it would be useful to provide a clear overview of the history of the pay settlements, in regard to the National Joint Council (NJC) agreement, going back several years to the 2018/9 settlement.

It is easy to forget how much the increase was and what happened when in the notes, so the table below contains a summary showing each NJC pay settlement from 2018 to 2025, with percentage increases, flat-rate awards, and changes to leave entitlements.

All the increases are with effect from 1 April in the respective year.

Annual Pay Awards at a Glance (2018–2025)

Year	Percentage increase	Notes
2018	2% two-year deal	“Bottom loading” for lower grades with increases up to 9.2% up to point 20
2019	2% second year of deal	New pay spine introduced
2020	2.75%	Additional days leave to 22 days for staff with less than 5 years' service
2021	1.75%	
2022	See next column	Flat rate increase of £1,925. An additional days leave to all staff from 1 April 2023
2023	3.88% for point 44 and above	Flat rate increase of £1,925 to points 2 – 43. Increased annual leave to 23 days and 26 days comes into effect
2024	2.5% for point 44 and above	Flat rate increase of £1,290 to points 2 – 43
2025	3.2%	

Implementation

While each of the awards were effective from the 1 April, some of the increases were heavily delayed and not implemented until November. In one case it was not implemented until February of the following year.

There was one two-year deal in this time, in 2018/19.

Future pay awards

The next pay award will be from 1 April 2026 covering the year to 31 March 2027, or longer if agreed. Details of the offer and agreement will be published once negotiations between employers and unions are concluded.

FAQs

When do NJC pay awards take effect?

NJC pay awards are effective from 1 April each year, even if implementation is delayed.

Who negotiates NJC pay awards?

They are agreed by the National Joint Council for Local Government Services, representing employers and trade unions.

Where can I find details of the pay awards?

Visit the [Employment section](#) of our advice library for the latest details.

Local Government Services Pay Agreement 2025/26

	01-Apr-24		01-Apr-25		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	
4	£24,404	£12.65	£25,185	£13.05	
5	£24,790	£12.85	£25,583	£13.26	
5	£24,790	£12.85	£25,583	£13.26	LC1 (below substantive range)
6	£25,183	£13.05	£25,989	£13.47	
7	£25,584	£13.26	£26,403	£13.69	LC1 (substantive benchmark range)
8	£25,992	£13.47	£26,824	£13.90	
9	£26,409	£13.69	£27,254	£14.13	
10	£26,835	£13.91	£27,694	£14.35	
11	£27,269	£14.13	£28,142	£14.59	
12	£27,711	£14.36	£28,598	£14.82	LC1 (above substantive range)
13	£28,163	£14.60	£29,064	£15.06	
14	£28,624	£14.84	£29,540	£15.31	
15	£29,093	£15.08	£30,024	£15.56	
16	£29,572	£15.33	£30,518	£15.82	
17	£30,060	£15.58	£31,022	£16.08	LC2 (below substantive range)
18	£30,559	£15.84	£31,537	£16.35	
19	£31,067	£16.10	£32,061	£16.62	

20	£31,586	£16.37	£32,597	£16.90	
21	£32,115	£16.65	£33,143	£17.18	
22	£32,654	£16.93	£33,699	£17.47	
23	£33,366	£17.29	£34,434	£17.85	
24	£34,314	£17.79	£35,412	£18.35	LC2 (substantive benchmark range)
25	£35,235	£18.26	£36,363	£18.85	
26	£36,124	£18.72	£37,280	£19.32	
27	£37,035	£19.20	£38,220	£19.81	
28	£37,938	£19.66	£39,152	£20.29	
29	£38,626	£20.02	£39,862	£20.66	LC2 (above substantive benchmark range)
30	£39,513	£20.48	£40,777	£21.14	
31	£40,476	£20.98	£41,771	£21.65	
32	£41,511	£21.52	£42,839	£22.20	
33	£42,708	£22.14	£44,075	£22.85	LC3 (below substantive range)
34	£43,693	£22.65	£45,091	£23.37	
35	£44,711	£23.17	£46,142	£23.92	
36	£45,718	£23.70	£47,181	£24.46	
37	£46,731	£24.22	£48,226	£25.00	LC3 (substantive benchmark range)
38	£47,754	£24.75	£49,282	£25.54	
39	£48,710	£25.25	£50,269	£26.06	
40	£49,764	£25.79	£51,356	£26.62	
41	£50,788	£26.32	£52,413	£27.17	
42	£51,802	£26.85	£53,460	£27.71	

43	£52,805	£27.37	£54,495	£28.25	LC3 (above substantive benchmark range)
44	£54,071	£28.03	£55,801	£28.92	
45	£55,367	£28.70	£57,139	£29.62	
46	£56,708	£29.39	£58,523	£30.33	LC4 (below substantive range)
47	£58,064	£30.10	£59,922	£31.06	
48	£59,300	£30.74	£61,198	£31.72	
49	£60,903	£31.57	£62,852	£32.58	
50	£62,377	£32.33	£64,373	£33.37	LC4 (substantive benchmark range)
51	£63,881	£33.11	£65,925	£34.17	
52	£65,943	£34.18	£68,053	£35.27	
53	£68,000	£35.25	£70,176	£36.37	
54	£70,065	£36.32	£72,307	£37.48	
55	£72,145	£37.39	£74,454	£38.59	LC4 (above substantive benchmark range)
56	£74,198	£38.46	£76,572	£39.69	
57	£76,277	£39.54	£78,718	£40.80	
58	£78,315	£40.59	£80,821	£41.89	
59	£80,247	£41.59	£82,815	£42.93	
60	£82,221	£42.62	£84,852	£43.98	
61	£84,243	£43.67	£86,939	£45.06	
62	£86,319	£44.74	£89,081	£46.17	

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).

Increase in the National Minimum Wage

27 November 2025

Ahead of yesterday's budget the government announced that the national minimum wage will increase by 4.1% (for those over 21) from 1 April 2026.

The new rates will be:

- 21 and over – from £12.21 to £12.71 per hour
- 18-20 – from £10 to £10.85 per hour
- 16-17 and apprentices – from £7.55 to £8 per hour

Please check that you are paying at least these rates and the dates of birth of any employees who may now fall into a different age grouping.

Local Government Pay Claim 2026/27

3 December 2025

The NJC unions have now presented their claim to the National Local Government Employers. This is for the anniversary date of 1 April 2026.

The claim seeks:

For a one-year deal:

- *An increase of at least £3,000 or 10% (whichever is greater) across all NJC spinal column points*
- *A minimum pay rate of £15 an hour for the NJC pay spine*
- *A two-hour reduction in the working week*
- *An increase of one day annual leave*

In the event of a multi-year deal being proposed they seek the following structure of a three year agreement:

- *Year 1: £3,000 or 10% (whichever is greater) on all spinal column points, alongside the introduction of a £15 minimum hourly rate*
- *Year 2: An increase of RPI + 3 per cent*
- *Year 3: An increase of RPI + 2 per cent*

The next steps

Employers will be consulted on the NJC unions' claim at LGA online regional pay briefings scheduled to take place between mid-December to late January. The National Employers will then consider all consultation feedback before deciding how best to respond to the pay claim(s).