



LUDLOW TOWN COUNCIL STAFFING COMMITTEE AGENDA

To: All Members of the Council, Town Clerk
Contact: Gina Wilding
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Despatch date: 20th March 2026

STAFFING COMMITTEE

You are summoned to attend a meeting of the
Staffing Committee
at the Guildhall, Mill Street, Ludlow, SY8 1AZ
on **THURSDAY 26TH MARCH 2026 at 9:30 AM**

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- RECRUITMENT
- APPRAISAL CONCLUSION
- HEALTH & SAFETY MONITORING

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 December 2025.

7. **Items to Action**

To note the Items to Action from the **STAFFING COMMITTEE** meeting on 10th December 2025.



ITEM	ATTACHMENT
<p>8. <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.</p>	No papers
<p>9. <u>RECRUITMENT</u> To consider a report.</p>	9
<p>10. <u>H&S MONITORING</u> To receive a report on records and procedures.</p>	10
<p>11. <u>APPRAISAL CONCLUSION</u> To consider a report.</p>	11
<p>12. <u>EFFICIENCY REVIEW T&F GROUP</u> To consider a report.</p>	12
<p><i>M e m b e r s h i p</i></p> <p><i>Councillors: Cowell, Gill, Harris, Hepworth, Lyle, Maxwell-Muller (Vice Chair), Owen, Scott-Bell (Chair) and Ward.</i></p>	
<p>Date of the next Staffing Committee meeting: July 2026 (date TBC at Annual Meeting)</p>	

Item 6.

MINUTES

MINUTES

Minutes of a Staffing Committee Meeting held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 10TH DECEMBER 2025** at 2.00 pm.

ST/59 PRESENT

Chair: Councillor Scott-Bell

Councillors: Cowell, Lyle and Owen.

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

ST/60 ABSENT

Councillors Gill, Harris, Hepworth and Maxwell-Muller were absent.

ST/61 HEALTH & SAFETY

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

ST/62 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/63 APOLOGIES

Apologies were received from Councillors Hepworth and Maxwell-Muller.

ST/64 DECLARATION OF INTERESTS

Disclosable Pecuniary Interests
None declared.

Conflict of Interest
None declared.

Personal Interests

None declared.

ST/65 PUBLIC OPEN SESSION

There were no members of the public or press present.

ST/66 MINUTES

RESOLVED ISB/DL (unanimous)

That the open and closed session minutes of the Staffing Committee meeting held on the 10th October 2025 be approved as a true record and signed by the Chair.

ST/67 ITEMS TO ACTION

RESOLVED ISB/DL (unanimous)

That the items to action of the Staffing Committee meeting held on the 10th October 2025 be noted.

ST/68 SEXUAL HARASSMENT POLICY

RESOLVED KC/ISB (unanimous)

That the updated Sexual Harassment Risk Assessment be approved.

ST/69 PAY AWARDS

RESOLVED DL/KC (unanimous)

That the NJC Pay Awards 2018–2025: Local Council Pay Settlements for England and Wales, be noted.

RESOLVED DL/KC (unanimous)

That the increase in the National Minimum Wage, be noted.

RESOLVED DL/KC (unanimous)

That the pay claim for 2026 / 27, be noted.

ST/70 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED DL/KC (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 3.08 pm.

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 **WEDNESDAY 10TH DECEMBER 2025** at 2.00 pm.

ST/71 APPRAISALS

RESOLVED ISB/KC (unanimous)

That the current appraisal process is approved and is also considered during the efficiency review.

ST/72 RECRUITMENT UPDATE

RESOLVED ISB/DL (unanimous)

That the appointments of AR and IP as Direct Labour Force Assistant Grounds Persons be ratified.

ST/73 RESOLVED DL/ISB (unanimous)

That the commencement date of 15th December 2025 for the two Direct Labour Force Assistant Grounds Persons be noted.

ST/74 RESOLVED ISB/DL (unanimous)

That, for the next recruitment cycle, the job description, application form and shortlisting criteria be aligned, and that as usual all associated papers be submitted to the Staffing Committee for approval prior to publication.

ST/75 STAFF TRAINING

RESOLVED ISB/DL (unanimous)

That the annual training list for staff be noted.

ST/76 H&S UPDATES

RESOLVED ISB/DL (unanimous)

That the update on actions taken to manage Health & Safety in relation to the Council's activities be received.

ST/77 EFFICIENCY REVIEW

RESOLVED ISB/DL (unanimous)

That the first Efficiency Review Task & Finish Group meeting be set for either 2 pm on 15th January 2026 or during the working day on 16th January 2026, time to be confirmed depending on majority councillor availability.

The meeting closed at 3.08 pm.

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				
COMPLETE				
Staffing Meeting 14/11/24				
ST/49	<p><u>STAFF TRAINING</u></p> <p><u>RESOLVED (unanimous) EG/DT</u> 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>	<p>Risk Assessment to be brought back to Committee for annual review in Sept 2025.</p> <p>Completed December 2025.</p>	Complete	Dec 2025
Staffing Meeting 26/06/25				
ST/12	<p><u>POLICIES</u></p> <p><u>RESOLVED ISB/IMM (unanimous)</u> 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>	<p>Considered via Policy & Finance Committee.</p>	Complete	

Staffing Committee

Items to Action

ST/15	<p><u>APPRAISALS</u></p> <p><u>RESOLVED ISB/DL (unanimous)</u> That the report on the appraisal process be received.</p> <p>That an agenda item to further discuss the appraisal process is brought back to the next meeting.</p>	Considered at the Staffing Committee meeting December 2025. Will be part of the efficiency review.	Complete	Dec 2025
<u>Staffing Meeting</u> 22/08/25				
ST/27	<p><u>LOCAL GOVERNMENT PAY AWARD 2025/26</u></p> <p><u>RESOLVED KC/RO (unanimous)</u> To note the pay award and adopt the new pay scales.</p>		Complete	August 2025
ST/29	<p><u>RECRUITMENT – DEPUTY SUPERVISOR</u></p> <p><u>RESOLVED KC/IMM (unanimous)</u></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>Post advertised</p> <p>PS amended.</p>	Complete	August 2025
			Complete	August 2025

Staffing Committee

Items to Action

	<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>	Advert amended and advertised.	Complete	August 2025
<u>Staffing Meeting</u> 18/09/25				
FC/39	<p><u>RECRUITMENT & SELECTION POLICY</u></p> <p><u>RESOLVED</u> ISB/KC (unanimous)</p> <p>That the updates to the Recruitment & Selection Policy be approved and recommended to Policy & Finance Committee.</p>	Considered at Policy & Finance. Readopted October 2025.	Complete	Oct 2025
FC/40	<p><u>SEXUAL HARASSMENT POLICY</u></p> <p><u>RESOLVED</u> ISB/DL (unanimous)</p> <p>That the Sexual Harassment Policy, risk assessment and action plan be approved and recommended to Policy & Finance Committee.</p>	Risk assessment updated and approved at December Staffing Committee meeting.	Complete	Dec 2025
FC/42	<p><u>EFFICIENCY REVIEW</u></p> <p><u>RESOLVED</u> ISB/DL (unanimous)</p>			

Staffing Committee

Items to Action

	That the Efficiency Review is passed to Full Council for further discussion and approval.	Approved at October Council meeting.	Complete	Oct 2025
ST/55	<p><u>RECRUITMENT – ASSISTANT GROUNDS PERSON X 2</u></p> <p><u>RESOLVED</u> KC/DL (3:0:1)</p> <p>That recruitment of two Assistant Grounds Person positions be approved.</p>	Posts advertised and filled.	Complete	Nov 2025
ST/56	<p><u>RESOLVED</u> ISB/KC (unanimous)</p> <p>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.</p>	JD & PS updated.	Complete	Nov 2025
ST/57	<p><u>RESOLVED</u> ISB/KC (unanimous)</p> <p>That the recruitment schedule be approved.</p>	Posts advertised and filled.	Complete	Nov 2025
ST/58	<p><u>RESOLVED</u> ISB/KC (unanimous)</p> <p>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.</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>	Posts advertised and filled.	Complete	Nov 2025

Staffing Committee

Items to Action

<u>Staffing Meeting</u> 10/12/25				
ST/68	<p><u>SEXUAL HARASSMENT POLICY</u></p> <p><u>RESOLVED KC/ISB (unanimous)</u></p> <p>That the updated Sexual Harassment Risk Assessment be approved.</p>	To update the risk assessment and pass to Policy & Finance Committee Officer.	Complete	Dec 2025
ST/77	<p><u>EFFICIENCY REVIEW</u></p> <p><u>RESOLVED ISB/DL (unanimous)</u></p> <p>That the first Efficiency Review Task & Finish Group meeting be set for either 2 pm on 15th January 2026 or during the working day on 16th January 2026, time to be confirmed depending on majority councillor availability.</p>	First meeting took place 15 th January 2026.	Complete	Jan 2026