



LUDLOW TOWN COUNCIL STAFFING COMMITTEE AGENDA

To: All Members of the Council, Town Clerk
Contact: Gina Wilding
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Despatch date: 18th March 2021

STAFFING COMMITTEE

You are summoned to attend a virtual meeting of
the Staffing Committee at 3:30pm on
Thursday 25th March 2021
Via Zoom
<https://us02web.zoom.us/j/81209458205>
Meeting ID: 812 0945 8205

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- ***Local Government Pay Claim 2021***
- ***Employee Handbook & Contract update***
- ***Staff Training***
- ***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. **WELCOME**

To receive a welcome from the meeting Chairman:

To note that this is a formal Town Council meeting and will be held, just as ones in the Guildhall, using the published agenda.

This is a formal Town Council meeting. During the period between the notice of the election on 15 March 2021 and the election itself on 6 May 2021, local authorities should not publish any publicity on controversial issues or report views or proposals in such a way that identifies them with any individual members or groups of members.

As with meetings in the Guildhall, members of the public will be given the opportunity to speak during public participation, but will not be permitted, unless invited to do so by the Chairman, to speak at other times.

The Clerk has the ability to mute or remove anyone who does cause a nuisance, but of course, we hope that this won't be necessary.

It is impossible to hear if everyone speaks at once. So that we have some order, I'd be grateful if you could speak one at a time and use the 'reactions' button at the bottom of the Zoom screen and raise your virtual hand if you'd like to speak.

Please note that we will not be using the 'chat' function and will not be sharing any files via Zoom. In order to avoid your technology being compromised, please do not use Chat and do not respond to any messages made via Chat.

As there is no formal table, the Chairman will introduce the Councillors present and ask that they say 'hello or wave.'

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 public session of Council meetings. 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 to 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.

- 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 the closed session minutes of the **STAFFING COMMITTEE** meeting held on **7th JANUARY 2021**.

ITEM	ATTACHMENT
7. NATIONAL LIVING WAGE To note the national living wage.	7
8. LOCAL GOVERNMENT PAY CLAIM 2021 To note the Local Government Pay Claim 2021.	8
9. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 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. EMPLOYEE HANDBOOK AND STAFF CONTRACTS	
a) To approve the updated Employee Handbook.	10a
b) To adopt the updated staff contract template for new staff, required in line with new legislation.	10b
11. STAFFING STRUCTURE REVIEW UPDATE To receive an update	No papers
11. STAFF TRAINING To receive the list of training undertaken by staff for 2020-2021.	11
12. RECRUITMENT – MUSEUM ASSISTANT	
a) To consider the report and agree on a sufficient number of applications.	12a



To approve the following documents:-

b) Schedule of Recruitment	12b
c) Job Advert	12c
d) Job Description	12d
e) Application Form	12e
f) Short-listing Criteria/Scoresheet	12f
g) Interview Test	12g
h) Interview Questions	12h
i) Interview Scoresheet	12i
j) To note that the interview panel will be selected at the shortlisting meeting	No papers

13. RECRUITMENT – DLF & MARKET ASSISTANT

Papers to follow

a) To consider the report and agree on a sufficient number of applications.

To approve the following documents:-

- b) Schedule of Recruitment
- c) Job Advert
- d) Job Description
- e) Application Form
- f) Short-listing Criteria/Scoresheet
- g) Interview Test
- h) Interview Questions
- i) Interview Scoresheet
- j) To note that the interview panel will be selected at the shortlisting meeting

M e m b e r s h i p

Councillors: Lyle (Chair), Copley, Garner (Vice), Gill, Ginger; Jones, Pote, Sheward and Smithers

**Date of the next Staffing Committee meeting:
To be confirmed**

Minutes

CLOSED SESSION MINUTES

Closed session minutes of a zoom meeting of the Staffing Committee held on **THURSDAY 7th JANUARY 2021** at **3.00pm**.

ST/46 PRESENT

Chair: Cllr Lyle

Councillors: Garner, Gill (3:04pm), Ginger, Pote and Sheward.

Officers: Gina Wilding, Town Clerk
 Kate Adams, Deputy Town Clerk
 Naomi Brotherton, Senior Admin Assistant

ST/47 VIRTUAL MEETING WELCOME

The Chair welcomed everyone to the virtual Staffing Committee meeting, and introduced the Councillors present, and explained that:

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It is impossible to hear if everyone speaks at once. So that we have some order, I'd be grateful if you could speak one at a time and use the 'reactions' button at the bottom of the Zoom screen and raise your virtual hand if you'd like to speak.

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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. 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.

ST/49 APOLOGIES

No apologies for absence had been received from Councillors.

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 present.

RESOLVED (unanimous) DL/EG

That the meeting moves to the next item.

ST/52 MINUTES –21st DECEMBER 2020

RESOLVED (unanimous) DL/RP

That the minutes of the Staffing Committee meeting held on the 21st December 2020 be approved by the Chairman as a correct record.

3.04pm Councillor Gill joined the meeting.

ST/53 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

The Chairman moved 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.

RESOLVED (unanimous) DL/TG

That the public and press be excluded and the meeting continue in closed session.

ST/54 TASK & FINISH GROUP

RECOMMENDED (unanimous) DL/RP

That a Staffing Structure Review Task & Finish Group is formed to undertake the research required to move the process forward.

ST/55 MEMBERSHIP OF THE STAFFING STRUCTURE REVIEW TASK & FINISH GROUP

RECOMMENDED (unanimous) DL/RP

That the membership of the Staffing Structure Review Task & Finish Group consists of Councillors Garner; Gill; Lyle; Pote and Sheward, the Town Clerk and Deputy Town Clerk.

ST/56 FIRST MEETING OF THE STAFFING STRUCTURE REVIEW TASK & FINISH GROUP

It was agreed that the first meeting of the Staffing Structure Review Task & Finish Group is on Wednesday 13th January 2021 at 11.30am.

The meeting closed 4.07pm

Chairman

Date

NATIONAL LIVING WAGE

National Living Wage to increase by 2.2%

The National Living Wage is set to increase this April by 2.2% when it will go up from £8.72 to £8.91 per hour. The age bracket for the payment of this is also reduced to include 23 and 24 year olds for the first time.

The increases in full are:

Age 25 and over: currently £8.72 per hour to £8.91 per hour (2.2%)

23 & 24 years old: currently £8.20 also to £8.91 per hour (8.65%)

21 & 22 years old: currently £8.20 per hour to £8.36 an hour (2.0%)

18 & 19 years old: currently £6.45 per hour to £6.56 per hour (1.7%)

LOCAL GOVERNMENT PAY CLAIM 2021

Local Government Pay Claim 2021

The NJC unions have lodged the pay and terms and conditions claims for local government ('Green Book') staff for 2021 which seek:

- A substantial increase with a minimum of 10% on all spinal column points
- Introduction of a homeworking allowance for all staff who are working from home
- A national minimum agreement on homeworking policies for all councils
- A reduction of the working week to 35 hours with no loss of pay, and a reduction to 34 hours a week in London. Part-time staff to be given a choice of a pro rata reduction, or retaining the same hours and being paid a higher percentage of FTE
- A minimum of 25 days annual leave, plus public holidays and statutory days, for all starting employees, plus an extra day holiday on all other holiday rates that depend on service
- An agreement on a best practice national programme of mental health support for all local authorities and school staff
- A joint review of the provisions in the Green Book for maternity / paternity / shared parental / adoption leave

The National Employers will be meeting later this week for an initial discussion. Councils will be consulted during March at the usual round of virtual pay consultation briefings. The National Employers will consider feedback from these before responding formally to the unions, on a date yet to be agreed, but probably in April or May.

The anniversary date is 1st April, which is likely to have passed by then, but any pay increase would be backdated to that date.

- To update - the National Employers have now met and say that they will not be able to respond to the unions' claim until after the elections which are scheduled for 6th May.