



LUDLOW TOWN COUNCIL STAFFING COMMITTEE AGENDA

To: All Members of the Council, Town Clerk
Contact: Gina Wilding
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Despatch date: 6th October 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 10TH OCTOBER 2025 at 10.00am**

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 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** of 18th September 2025.

7. Items to Action

To note the items to action from the **STAFFING COMMITTEE** on 18th September 2025.

ITEM		ATTACHMENT
8.	<u>EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</u>	No papers
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.		
9.	<u>RECRUITMENT – ASSISTANT GROUNDS PERSON X 2</u>	
a)	To approve recruitment of two Assistant Grounds Person positions.	
b)	To approve the Job Description and Person Specification.	9b
c)	To approve the recruitment schedule.	9c
d)	To approve the following documents prior to recruitment:-	
	i) Job Advert	9di
	ii) Application Form	9dii
	iii) Shortlisting Criteria / Scoresheet	9diii
	iv) Interview Questions	9div
	v) Interview Scoresheet	9dv
<i>M e m b e r s h i p</i> <i>Councillors: Cowell, Gill, Harris, Hepworth, Lyle, Maxwell-Muller (Vice Chair), Owen and Scott-Bell (Chair).</i>		
Date of the next Staffing Committee meeting: 9.30am on Thursday 17th December 2025		

MINUTES

MINUTES

Minutes of a Staffing Committee Meeting held in the Guildhall, Mill Street, Ludlow on **THURSDAY 18TH SEPTEMBER 2025** at 9:30 am.

ST/30 PRESENT

Chair: Councillor Scott-Bell

Councillors: Cowell and Lyle.

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

ST/31 ABSENT

Councillors Gill, Harris, Hepworth, Maxwell-Muller and Owen.

ST/32 HEALTH & SAFETY

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

ST/33 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/34 APOLOGIES

Apologies were received from Councillors Gill, Hepworth & Maxwell-Muller.

ST/35 DECLARATION OF INTERESTS

Disclosable Pecuniary Interests
None declared.

Conflict of Interest
None declared.

Personal Interests
None declared.

ST/36 PUBLIC OPEN SESSION

There were no members of the public or press present.

ST/37 MINUTES

RESOLVED KC/DL (unanimous)

That the open and closed session minutes of the Staffing Committee meeting held on the 22nd August 2025 be approved as a true record and signed by the Chair.

ST/38 ITEMS TO ACTION

RESOLVED DL/KC (unanimous)

That the items to action of the Staffing Committee meeting held on the 22nd August 2025 be noted.

ST/39 RECRUITMENT & SELECTION POLICY

RESOLVED ISB/KC (unanimous)

That the updates to the Recruitment & Selection Policy be approved and recommended to Policy & Finance Committee.

ST/40 SEXUAL HARASSMENT POLICY

RESOLVED ISB/DL (unanimous)

That the Sexual Harassment Policy, risk assessment and action plan be approved and recommended to Policy & Finance Committee.

ST/41 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 9.47 am.

Chair

Date

Closed Session minutes will be issued.

DRAFT



CLOSED SESSION MINUTES

Minutes of a Staffing Committee Meeting held in the Guildhall, Mill Street, Ludlow on **THURSDAY 18TH SEPTEMBER 2025** at 9:30 am.

ST/42 EFFICIENCY REVIEW

RESOLVED ISB/DL (unanimous)

That the Efficiency Review is passed to Full Council for further discussion and approval.

ST/43 UPDATE ON STAFFING ISSUE

RESOLVED ISB/DL (unanimous)

An update regarding an ongoing staffing issue was received.

ST/44 UPDATE ON CURRENT RECRUITMENT

RESOLVED ISB/KC (unanimous)

An update on the current status of recruitment for the Deputy Supervisor & Market Assistant role was received.

The meeting closed at 9.47 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>
<u>ONGOING</u>				
<u>Staffing Meeting</u> <u>26/06/25</u>				
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.		
<u>Staffing Meeting</u> <u>18/09/25</u>				
FC/39	<u>RECRUITMENT & SELECTION POLICY</u> <u>RESOLVED ISB/KC (unanimous)</u> That the updates to the Recruitment & Selection Policy be approved and recommended to Policy & Finance Committee.	To be considered at Policy & Finance.		
FC/40	<u>SEXUAL HARASSMENT POLICY</u> <u>RESOLVED ISB/DL (unanimous)</u>			

Staffing Committee

Items to Action

	That the Sexual Harassment Policy, risk assessment and action plan be approved and recommended to Policy & Finance Committee.	To be considered at Policy & Finance.		
COMPLETE				
<u>Staffing Meeting</u> <u>14/11/24</u>				
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 6th 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	Sept 2025
<u>Staffing Meeting</u> <u>26/06/25</u>				
ST/12	<u>POLICIES</u> <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.	Passed to P&F for Oct 2025 meeting.	Complete	Sept 2025

Staffing Committee

Items to Action

<u>Staffing Meeting</u> <u>22/08/25</u>				
ST/27	<u>LOCAL GOVERNMENT PAY AWARD 2025/26</u> <u>RESOLVED</u> KC/RO (unanimous) To note the pay award and adopt the new pay scales.		Complete	August 2025
ST/29	<u>RECRUITMENT – DEPUTY SUPERVISOR</u> <u>RESOLVED</u> KC/IMM (unanimous) To approve recruitment of the Deputy Direct Labour Force Supervisor and Market Assistant role. To approve the Job Description (JD) and Person Specification (PS) including the Market Assistant role with a minor amendment to PS. To approve the recruitment schedule with the addition of a shortlisting criteria meeting at 10am on Tuesday 23rd September. To approve an interview panel including staff members and Cllrs Lyle, Maxwell-Muller and Scott-Bell (with Cllr Cowell as reserve member) 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)	Post advertised PS amended. Advert amended and advertised.	Complete Complete Complete	August 2025 August 2025 August 2025

Staffing Committee

Items to Action

<u>Staffing Meeting</u> 18/09/25				
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.		Complete	